

# Annual Budget 2020-2021

Community College District No. 525  
Joliet, Illinois



JOLIET  
JUNIOR COLLEGE  
— 1901 —



**Government Finance Officers Association**

## **AWARD FOR BEST PRACTICES IN COMMUNITY COLLEGE BUDGETING**

Presented to:

**Joliet Junior College  
Illinois**

For Fiscal Year Ending  
June 30, 2019

*Christopher P. Morill*

EXECUTIVE DIRECTOR/CEO

The Award for Best Practices in Community College Budgeting is presented by the Government Finance Officers Association (GFOA) annually to community colleges demonstrating a budget process aligned with GFOAs' best practice recommendations. Budget processes are evaluated based on a number of criteria that focus on alignment of resources towards student achievement focusing on collaboration, communication, and rigorous development, evaluation, and prioritization of strategies to achieve a college's goals and objectives. In addition, the award includes criteria for conveying the results of this budget process through the budget presentation and also utilizing continuous improvement approaches to monitor outcomes.

# **JOLIET JUNIOR COLLEGE**

## **Community College District 525**

### **Annual Budget**

For the  
Fiscal Year Ended June 30, 2021

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June 24, 2020

Members of the Board of Trustees and Citizens of Joliet Junior College, Illinois Community College District 525:

During the final stages of this budget development, the Coronavirus pandemic began and introduced health, financial, and operating issues that the world—including our seven-county community college district—had never witnessed or experienced. With no blueprint to follow and information changing daily, I am proud of the foundation we have built to support the college and the work we will continue to do as we enter FY21 to drive JJC into its 120<sup>th</sup> year.

Our budget is developed each year in support of JJC's mission to inspire learning, strengthen communities and transform lives. To present a balanced operating budget for the 48th consecutive year, the following planning goals were employed:

- Support innovation in new programming and expanded resources through proactive financial planning
- Maintain emphasis on student success
- Address potential impact of the state of Illinois on the college's budget; and
- Keep tuition and health care costs flat.

The total operating budget for FY21 is \$99.53 million and I am proud to share that there is no increase in tuition or in health care costs. Three primary sources of operating revenue are available to the college: tuition, state funding and property taxes. These three sources make up 98% of the operating revenues. The remaining sources include interest, facility rentals and federal sources. Since 2000, the state's share of the college's operating budget has decreased nearly 10%, from 18.7% to a projected 8.54% in FY21. We actively monitor the status of these fund sources, and proactively work to adjust expenditures to ensure financial stability. This includes changes in class sizes, program offerings and staffing levels.

While much seems unknown at this point, I want to reemphasize the critical role community colleges play to support the changing needs of the local economy and workforce, which has been impacted significantly by the pandemic. As such, we will continue to develop our new respiratory technician allied health program and invest in student resources, including advising, program pathways, and outreach to ensure retention and completion.

JJC is the first community college in the nation—we have weathered many storms and we will weather this one. We have continued to drive innovation in the classroom and in our support services. We do not rest in tradition or history, we drive innovation and support your success.

Sincerely,

*Dr. Judy Mitchell*

Judy Mitchell, Ed.D.  
President

**HISTORY  
OF  
JOLIET JUNIOR COLLEGE**

## HISTORICAL BACKGROUND

Joliet Junior College, the nation's first public community college, offers pre-baccalaureate programs for students planning to transfer to a four-year university. A comprehensive community college, JJC provides occupational education leading directly to employment, adult education and literacy programs, workforce development services, and student support services.

JJC's district, Illinois Community College District 525, is one of 40 community college districts governed by the Illinois Community College Board (ICCB) under the Illinois Board of Higher Education. The ICCB was created by the General Assembly under the provisions of the Illinois Public Junior College Act of 1965. Its primary responsibilities are to coordinate the educational programs offered through the community college system, to allocate state funding for capital expansion and to act on curriculum changes proposed by individual community colleges.

JJC is directly governed by a seven-member Board of Trustees, all of whom are elected from within the district for six-year terms. A student representative, nominated by staff or faculty, is a non-voting member of the board. The officers of the board are chairman, vice chairman and secretary, all of whom are elected by their peers for a two-year term.



JJC is the nation's first public community college, established in 1901. J. Stanley Brown (shown on the left), superintendent of Joliet Township High School, and William Rainey Harper (shown on the right), president of the University of Chicago, founded JJC in 1901 as an experimental postgraduate high school program. The college's initial enrollment was six students; today, JJC serves more than 35,000 students in credit and noncredit courses.

Brown and Harper's innovation created a junior college that academically paralleled the first two years of a four-year college or university. It was designed to accommodate students who desired to remain within the community yet still pursue a college education. Within a few years, the concept of "community" had grown to include students outside the existing high school district.



By December 1902, the Board of Trustees officially sanctioned the program and made postgraduate high school courses available tuition-free. In 1916, the Board of Trustees officially named the post-high school program Joliet Junior College. The following year, the North Central Association of Colleges and Schools accredited the college, and the State Examining Board approved selected courses for teacher certification. Enrollment at the time numbered 82 students.

In the years that followed, JJC responded positively and creatively to the pressures of a world war, depression and rapid social change. The college met the challenge of a growing technological society in the 1920s and 1930s by expanding the curriculum to include programs in business and industrial training. The return of war veterans in the 1940s and 1950s prompted further curriculum development in the area of two-year occupational programs. Both the transfer and occupational divisions of the college grew at a steady pace.

In 1965, the Illinois Legislature enacted the Illinois Junior College Act, creating specific districts served by various community colleges. JJC was to serve people in parts of seven counties in northern Illinois. By 1967, college enrollment approached 4,000 students. In February of that year, the citizens of 12 high school districts in portions of Will, Grundy, Kendall, LaSalle and Kankakee Counties voted to establish Illinois Community College District 525 - an area to be served by JJC.



For two years, the college rented facilities at the original Joliet Township High School building. In February 1968, the Board of Trustees selected 368 acres on the west side of

Joliet for a new campus. In April 1969, the Board voted to build interim facilities consisting of 17 temporary buildings on the new site. The college began offering classes at its new location in September 1969, serving 4,130 day and evening students.

The \$50 million Main Campus was fully operational in the fall of 1974. During 1973 and 1974, both the area and the population of the district expanded with the addition of Peotone, Dwight, Odell, and the area of Lemont that is in Cook County. Today, the 1,442-square-mile district serves a population of more than 700,000 in Will, Grundy, Kendall, LaSalle, Kankakee, Livingston, and Cook Counties. To better serve people throughout the district, off-campus instructional sites have been established at many high schools in the college district, as well as civic centers, churches, libraries, and businesses.



JJC has had a presence in downtown Joliet since it was established in 1901, with its first location within the current Joliet Central High School. When the college

formally separated from the high school district and moved out to its current Main Campus location on Houbolt Road in 1967, it wasn't long before JJC was back in the downtown area. In 1980, the college purchased the Renaissance Center and the adjoining hotel, and formed what was its first City Center Campus. It operated in multiple capacities for over three decades.



In 2017, the college completed renovations on the historic Renaissance Center, razed the former hotel space, and opened a new City Center Campus at 235 North Chicago Street. The six-story, 96,000 square-foot campus houses the college's workforce development, GED/ESL training, adult education and culinary arts, and programs that have a direct impact on improving employment opportunities for JJC students and community members. In addition to centralizing the culinary arts program, allowing growth for additional student support services, and modernizing facilities for the adult education and workforce development programs, the new

campus offers two new student-run restaurants that are open to the public.





In January 1993, JJC opened the North Campus at 1125 West 135th Street in Romeoville, a 35,000-square-foot facility with 18 general classrooms; biology, chemistry and computer skills labs; a library/learning resource center; and offices for student services, faculty and administrative support. North Campus, now referred as the Romeoville Campus, offers a full range of credit and noncredit classes.



The Main Campus expanded in 1995 with the Arthur G. and Vera C. Smith Business and Technology Center. The 90,000-square-foot facility houses several state-of-the-art microcomputer labs; the Business and Computer Information and Office Systems

Departments; and the Electronics Engineering Technology, Electrical/Electronic Automated Systems Technology, Construction Technology and Computer-Aided Drafting programs. The facility also is home to many of JJC's Community and Economic Development workforce services that assist business and industry in adapting modern technologies directly into the workplace.



In 2000, Joliet Junior College opened the Veterinary Technology and Industrial Training 15,638-square-foot building at Main Campus.



With significant growth in student population from Grundy County, JJC opened the Grundy County Center at 1715 North Division Street in Morris in fall 2001. Continued growth in this county led to relocation into a larger building in Morris, the former Shabbona Middle School facility at 725 School Street in the summer of 2016. The 5,000 square-foot space includes a resource area for job seekers, tutoring/testing space, six classrooms, two

computer labs, and space for Grundy Workforce Services, a long-time partner of the college.



In 2007, the John H. Weitendorf Sr. Agricultural Education Center was opened to serve the needs of JJC agriculture and veterinary medical technology students. The property is located at 17840 West Laraway Road in Joliet and was donated by JJC alumnus John H. Weitendorf.



In 2008, the college embarked on a five-year master planning process to design and complete seven major projects, which were to encompass the most sweeping physical changes in over 40 years. These projects include the following six buildings:

In 2009, the 11,626 square-foot Greenhouse Facility was opened to serve the needs of the horticultural students and the community. The Leadership in Energy and Environmental Design (LEED) Certified building is located on the eastern edge of the Main Campus.



In the spring of 2011, the 40,577-square-foot Facility Services building opened and is located on the north side of the Main Campus. The LEED Gold structure centralizes buildings, roads, grounds, and maintenance functions of the college.



In the summer of 2011, the 114,500-square-foot, three-story Campus Center opened and is located on the east side of Main Campus. Considered the new front door, the LEED

Gold building centralizes student services, in addition to housing the new library and administration.



Also that summer the college formally opened its new 17,000-square-foot LEED Silver Automotive Technology Expansion, located on the south side of Main Campus, which was expanded to include body work and diesel engine repair.



In the summer of 2012, the 37,009-square-foot LEED Silver Natural Science expansion was completed on the south side of the Main Campus. The new building added eight new laboratories/classrooms as well as preparatory and storage space.



In the spring of 2013, the 124,694-square-foot LEED Gold Health Professions Center was completed on the northeast side of Main Campus. The center was created to expand the high-demand nursing, allied health and emergency services program, also allowing for expansion into other allied health fields based on labor market needs.



In 2017, the college continues to expand and renovate its facilities to meet the needs of students and community members.



The JJC Event Center on the Main Campus opened in fall 2017. It features a fitness center for student athletes, two basketball courts, configuration options for competition basketball and volleyball tournaments, portable batting cages, bleachers and seating (to accommodate both athletic competitions and graduation ceremonies), athletic staff office spaces, and a presentation room.



The Romeoville Campus expansion also opened in fall 2017. The 50,028 square-foot expansion includes space for student services, bookstore, cafeteria, classrooms, labs, campus police, and faculty/adjunct offices. Students will be able to earn an associate's degree entirely from the Romeoville Campus location. University Center, also located at the Romeoville campus, gives students the option to take three years of courses followed by one year at a four-year partnership institution to earn a bachelor's degree.

As the nation's first public community college, JJC has brought unparalleled innovation to its seven-county district and revolutionized local higher education. Over its 120-year history, JJC has invested in state of the art facilities, been a leader in academic innovation, and served as a key resource for generations of traditional students, non-traditional students, local businesses and organizations. As the college looks to its next 100 years, it will strive to be the first choice for its stakeholders and continue to be a leader in transforming higher education.





# **FY21 BUDGET HIGHLIGHTS**

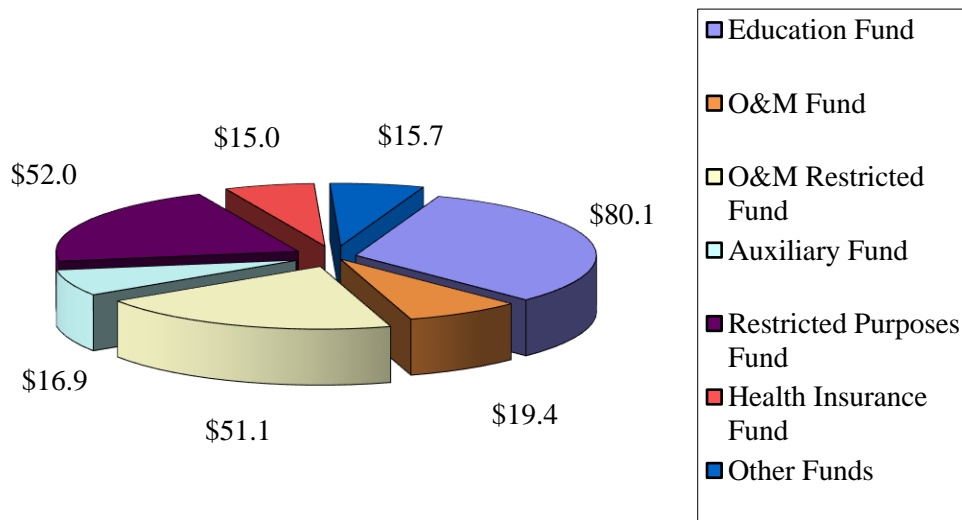
## FY21 BUDGET HIGHLIGHTS

JJC is not expected to experience growth in enrollment for FY21 which aligns with projections in the Strategic Enrollment Management Plan. Tuition and fee revenue show a 2.5% decrease from the previous year's budgeted amount due to a decrease in enrollment for FY20. Recent data regarding new construction permits continue to show growth and resident construction has resumed in a number of the communities within the JJC district. Revenue from the state is budgeted at FY20 actual funding levels.

Spending on new personnel is primarily focused on diversity and compliance initiatives, improving student success and enhancements to cyber security. In addition, the college maintained budgeted contingency at \$700,000 to hold funding for new initiatives that are currently being evaluated. Increasingly, the burden of maintaining the quality of existing programs rests on the students and the local taxpayers.

The appropriation for all funds, including transfers, for FY21 totals \$250.2 million. This figure includes all expenses related to instruction, operations, capital projects, and all other ancillary operations at JJC. Of this amount, the total operating budget for FY21 is \$99.5 million. Compared to last year's operating budget of \$97.9 million, this represents a 1.7% increase over FY20.

### FY21 Total Budget \$250.2M (in \$millions)



## ***Balanced Budget***

The operating budget is structurally balanced. Reserves or one-time revenue sources have not been used to bring expenditures in line with resources. This is the 48<sup>th</sup> year of balanced operating budgets at the college.

### **FY21 Operating Funds Budget**

	<u>EDUCATION</u>	<u>O&amp;M</u>	<u>TOTAL</u>
<b>REVENUES</b>			
Revenues	\$ 79,922,400	\$ 19,435,000	\$ 99,357,400
Transfers in	\$ 173,120	\$ -	\$ 173,120
Total Revenues	\$ 80,095,520	\$ 19,435,000	\$ 99,530,520
<b>EXPENDITURES</b>			
Expenses	\$ 79,263,620	\$ 16,260,000	\$ 95,523,620
Transfers (out)	\$ (831,900)	\$ (3,175,000)	\$ (4,006,900)
<b>TOTAL APPROPRIATION</b>	<u>\$ 80,095,520</u>	<u>\$ 19,435,000</u>	<u>\$ 99,530,520</u>

## ***Updated Financial Projections***

Each year the budget of JJC is guided by the [Three-Year Financial Plan](#), which was presented to the Board of Trustees in January 2020. The plan was discussed, and the following assumptions and options were presented to the board:

- Total property tax revenue growth of 3.7%
- No tuition rate increase
- State revenue budgeted at 8.0 million
- No enrollment growth
- No increase to the capital, student or technology fee
- Personnel spending increase of 2.5% to 4.0% based on union contracts
- 2% benefit cost increase

JJC's operating budget was projected in the financial plan to be \$100.33 million. The FY21 budget presented to the board at the April 29, 2020 board workshop meeting totaled \$99.53 million. The final budget varied the financial plan by less than 0.1%.

The increase for salaries is unchanged from the original projection and the estimated cost of all union contracts is fully funded. The increase for employee benefits was reduced from a projected 2% increase to no increase based on claims. In the operating funds, seven new full time positions and one new part time position were created to ensure compliance and need. These positions are detailed in the expenditure section.

### ***State Funding***

State apportionment funding for enrollment reimbursement is estimated at \$7,900,000 for FY21, unchanged from the actual funding level in FY20, but an increase of \$900,000 from the budgeted funding in FY20. The college had been conservative in building the budget for FY20 due to the state's fiscal crisis. The number of credit hours used in the state's funding formula has decreased 1.1% for FY21 due to the enrollment trends for all community colleges in FY19 and by assuming funding based on the FY20 level, the college believes it is still estimating conservatively. Since FY00, the state's share of the college's operating budget has decreased from 18.7% to a projected 8.54% in FY21. Additional changes in grants are expected but were not available at the time of the publication of this document.

### ***Institutional Priorities***

As mentioned in the President's message, budget planning goals were developed in order to present a balanced operating budget. The development of those goals was guided by institutional priorities that were derived from the strategic plan. The priorities were:

- Address the potential impact of the state's budget on the college's budget
- Support innovation in new programming and expanded resources through proactive financial planning
- Reallocate existing resources to fund new requests
- Realistic projections in property tax revenues
- No tuition and fee increase
- No enrollment growth
- Emphasis on student success
- Responsible reserves
- Implement action plans from the strategic plan

### ***Capital Improvements***

JJC has compiled all infrastructure needs, funding and related data in a comprehensive document called the Capital Improvement Program (CIP). The document details projects to be completed in the coming fiscal year and projects capital needs for the next three years. Total capital funding for FY21 is projected at \$3.5 million. Additional capital information is detailed in the *Capital/Facilities Master Plan* section of this document.

In 2018 the college updated its master plan. Unlike the previous two master plans, this plan does not consider large-scale new construction projects. Instead, the master plan



focuses on recapturing existing spaces that have been vacated during the last ten years of construction. Any construction costs arising from this master plan will be funded with existing reserves or future operating fund surpluses.

### ***Long Range Financial Plans***

Tying expenses to the strategic goals provides a good summary of how well resources are focused. The college uses a model to project three years of financials/budgets using contractual changes, anticipated revenue streams, expected increases in expenses, and a small allocation for potential funding for capital needs. These initiatives impact the current budget in several ways. They helped to provide substantive information as we entered into several labor contracts guiding substantial restructuring; they supported the need to review our processes for efficiency and some paid resources to do so on a limited time basis; they have demonstrated the need to seek reductions in several expense areas; and, they assisted in changing the structure of shared insurance expenses.

The financial health of JJC is dependent on three major sources of revenue consisting of property taxes, tuition, and state funding. The assumptions used for these categories are summarized as follows:

	<b>Increase FY21</b>	<b>Increase FY22</b>	<b>Increase FY23</b>
Property Taxes	3.70%	3.50%	3.50%
Tuition Rate	\$113/cr. hr.	\$118/cr. hr.	\$123/cr. hr.
Tuition Increase	\$0/cr. hr.	\$5/cr. hr.	\$5/cr. hr.
Enrollment	0.00%	0.50%	0.50%
Reimbursable Credit Hours	-1.16%	-1.26%	0.00%
State Funding	2.00%	2.00%	2.00%

**Property Taxes.** JJC's property tax revenue is restricted by the Property Tax Extension Limitation Law (PTELL) and rates on individual funds. While the rates on individual funds do not pose a restriction based on projections, PTELL limits the district's overall tax rate by the Consumer Price Index (CPI) plus any new property in the district. The projected increase for FY21 is 3.70% due to CPI for the current year being 2.30% and a 1.40% increase from new property which is be similar to last year. In expectation of an increase in new construction for FY22 and FY23, a 3.50% increase is used for both fiscal years.

**Tuition and Fees.** Over the last ten years, credit hours have decreased by 18.18%. Currently, the college has experienced a 1.57% decrease in enrollment for fall 2019 credit hour enrollment based on tenth day and a 1.45% decrease for the spring 2020 credit hours. Due to the improving economy over the past several years, enrollment has dropped from its high in FY11. For this reason, no increase has been projected in FY21, but an annual 0.50% increase is projected for FY22 and FY23. For FY21, there was no increase in tuition and fees. For FY22 and FY23, \$5 tuition increase is projected for each fiscal year.

**State Sources.** State funding is based on credit hours earned two years prior to the current year, multiplied by the current year reimbursement rate. The number of credit hours used

in the state's funding formula has decreased 1.16% for FY21 due to the enrollment experienced in FY19. For FY21, the college is projecting \$7.9 million in state funding from credit hours, unchanged from the FY20 funding level. The college projects a 1.26% decrease in the funding rates for FY22, due to declining enrollment, followed by no change in FY23.

JJC's largest expenditure is personnel costs, which represent 78% of the total operating expenses of the college. The following summarizes the expenditure assumptions used in the three-year financial plan.

	<b>% Increase FY21</b>	<b>% Increase FY22</b>	<b>% Increase FY23</b>
Salaries	2.50-4.00%	2.50-4.00%	2.5-4.00%
Benefits	2.00%	6.00%	6.00%
Other Expenditures	2.00%	2.00%	2.00%
O & M Utilities	0.00%	4.00%	6.00%
Contingency – Education Fund	\$500,000	\$400,000	\$400,000
Contingency – O & M Fund	\$200,000	\$200,000	\$200,000

The college has separate union contracts that cover faculty, adjunct faculty, support and technical staff, clerical, campus police, facility services and food service employees. The increases from the current contractual agreements have been used in the projections.

Due to health insurance plan design changes, total benefit costs, while projected to increase 2%, were reduced to no budgeted increase for FY21 based on our claims history and the renewal notice. For FY's 22-23 benefits are factored at a 6% increase based on historical trends.

For FY21, contingency in the Education Fund is \$500,000 and contingency in the Operation and Maintenance Fund is \$200,000.

This [Three-Year Financial Plan](#) integrates the college's Academic Quality Improvement Program (AQIP) with the financial resources necessary to meet strategic planning objectives.

## ***Challenges***

Although the college's enrollment trends are better than the state average, the college has experienced a 18.18% decline in paid credit hours over the past 10 years. The college continues to focus on recruiting new students, particularly students aged 25 and up. In the fall of 2019 the college opened its University Partnership Center, designed to help older adult students kick-start their academic career leading to a bachelor's degree from a 4-year institution. The college also is working to improve student success, as evidenced by additional personnel spending discussed earlier.

With little interest in increasing the debt burden, the college has to develop alternate ways to fund new academic programs or completion of facilities projects that were developed in the Master Plan. To accomplish this, the college has developed an Initiatives Planning Model. In this model, the college has prioritized its major initiatives and intends to self-fund these initiatives by finishing each year with an operating surplus of at least \$3 million per year. The college will also rigorously control its operating costs to minimize the pressure to increase tuition.

As of May 2020, the State of Illinois continues to be under the Governor's stay-at-home executive order due to the COVID-19 pandemic. All Joliet Junior College campuses are closed, and all spring and summer 2020 classes have been converted to an online format. All 2020 classes will also be held online. It is unclear when the campuses will reopen to fall faculty, staff and students. As a result, future enrollment remains uncertain, but we are encouraged that summer 2020 enrollment has increased 3% despite the pandemic.

The pandemic threatens to change nearly all aspects of college life including admissions, financial aid, student support services, athletics, etc. Joliet Jr. College may certainly experience unexpected costs and potential revenue reductions.

# **STRATEGIC PLAN/ OPERATIONAL PLAN**

## **STRATEGIC AND OPERATIONAL PLANNING OVERVIEW**

### **Process for Development of the Strategic Plan**

Joliet Junior College (JJC) defines strategic planning as a systematic and on-going process used to anticipate and respond to major industry and environmental factors facing the college during a three-year period beyond the present.<sup>1</sup> Strategic planning looks at the organization as a whole, is oriented toward the future, supports the mission of the college, is both internally and externally focused, deals with greater levels of uncertainty, and is about creating value for our students and the community we serve.

The college conducts its strategic planning cycle every four years in order to review and update its vision, mission, goals, and core values with a purpose of providing focus for academic programming and support services needed by its students and District 525 stakeholders. In 2019, the Board of Trustees adopted the 2020-2023 Strategic Plan. Environmental scans of the higher education market and the labor force identified trends that would impact students in order to develop new courses and curriculum. Other areas of the college also develop activities and plans aligned with the strategic goals. The 2020-2023 Strategic Plan will end on June 30, 2023 and a new plan will be developed for 2024-2027.

In order to improve the structure for monitoring and evaluating the Strategic Plan, the college established a Strategic Planning Committee and the Program Improvement Committee as part of its shared governance structure. The strategic planning committee meets quarterly for the purpose of monitoring the measures and metrics tied to each of its strategic goals. The strategic planning committee has also established an annual process of calibrating the strategic plan against external trends that may impact the college's operating environment. The program improvement committee is charged with establishing a continuous improvement process through which information is collected to monitor and operationalize strategic goals. In addition, the Office of Institutional Research and Effectiveness administers a regular cycle of surveys and environmental scans. The resulting surveys and scan data are used to guide efforts to complete current strategic goals and to establish future ones.

### **Strategic Plan 2020-2023**

#### **Vision**

Joliet Junior College is the first choice for learning, working, and cultivating pathways to prosperity

#### **Mission**

Joliet Junior College inspires learning, strengthens communities, and transforms lives.

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<sup>1</sup> Elements of this definition from J. Bryson, 2004, Strategic Planning for Public and Nonprofit Organizations.

## Themes, Goals and Objectives

Theme: ACADEMIC EXCELLENCE

Strategic Goal 1: Enhance the learning experiences of students to prepare them for educational, career, and personal success.

Theme: STUDENT SUCCESS & SUPPORT

Strategic Goal 2: Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college's guided academic pathways.

Theme: EFFECTIVENESS

Strategic Goal 3: Strengthen operational effectiveness

Theme: PERCEPTION

Strategic Goal 4: Elevate the perception of the college

Theme: CULTURAL COMMITMENT

Strategic Goal 5: Pursue excellence in equity, engagement and inclusion

Theme: OUTREACH

Strategic Goal 6: Improve the coordination of external outreach

## Core Values

Core values can be seen as guidelines that drive the college's behavior or mindset when executing the strategic and operational plans that lead to our success. Joliet Junior College fosters a caring and friendly environment that embraces diversity and sustainability and encourages personal growth by promoting the following core values.

### **Respect and Inclusion**

Joliet Junior College advocates respect and inclusion for every individual by demonstrating courtesy and civility in every endeavor. Joliet Junior College pledges to promote and recognize the diverse strengths of its employees and students, and to value and celebrate the unique attributes, characteristics, and perspectives of every individual.

### **Integrity**

Joliet Junior College sees integrity as an integral component of all work done at the College. Joliet Junior College employees demonstrate responsible, accountable, and ethical professionalism. Also, Joliet Junior College models open, honest, and appropriate communication.

### **Collaboration**

Joliet Junior College promotes collaborative relationships as part of the scholarly process, including partnerships within the institution and with other learning communities. Joliet Junior College supports the personal and professional growth of employees and is committed to the advancement and support of intellectual growth, regardless of employment position at the College.



**Humor and Well-Being**

Joliet Junior College recognizes humor as a means for employees and students to achieve collegial well-being, development of strong work teams, and self-rejuvenation. Joliet Junior College provides a healthy environment where creativity, humor, and enjoyment of work occur, including recognizing and celebrating success.

**Innovation**

Joliet Junior College supports and encourages innovation and the pursuit of excellence. Joliet Junior College values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight and follow-through.

**Quality**

Joliet Junior College supports quality in the workplace and its educational programming by continually reflecting, evaluating, and improving on programs and services. Joliet Junior College is built upon a foundation of quality programs and services, while also implementing continuous improvement in order to ensure excellence.

**Sustainability**

Joliet Junior College recognizes that true sustainability involves a commitment to environmental, social, and economic improvement. Joliet Junior College encourages planning, solutions, and actions that provide benefits for students, employees, and the community.

**JJC Operational Planning Overview**

JJC defines operational planning as the implementation component of the Strategic Plan. It defines what JJC will accomplish, how and when it will take place, and how performance will be measured<sup>2</sup>. Operational planning is oriented toward the short-term future (one to three years), focuses on actions that support strategic goals and the associated allocation of resources.

The JJC vision and mission are articulated through the strategic plan and achieved through

1. annual action plans created by programs throughout the college and
2. special projects called College Priorities, which are identified by the president and cabinet.

All requests for resources are made based upon alignment to the strategic plan and the priorities established by the president and cabinet.

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<sup>2</sup> Elements of this definition from J. Bryson, 2004, *Strategic Planning for Public and Nonprofit Organizations* and G. Morrissey, 1987, *Guide to Operational Planning*

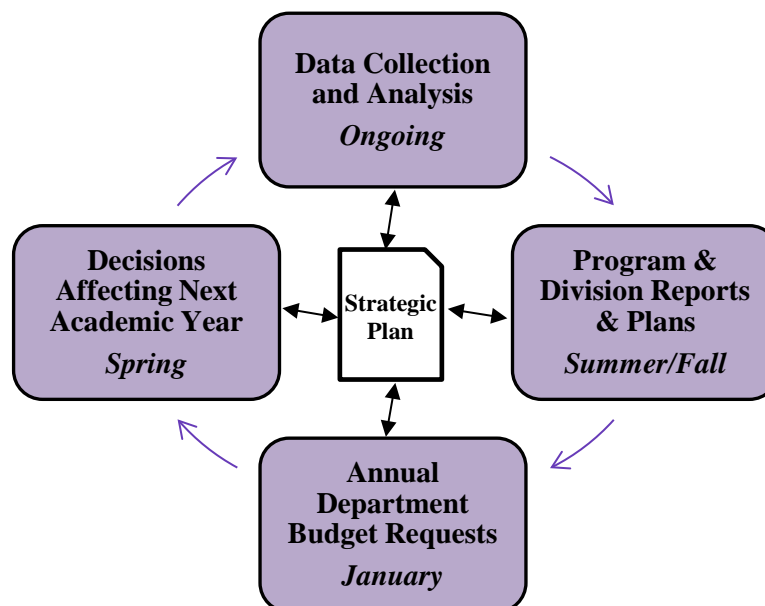
## Next Steps - Operationalizing the Strategic Plan

The college has established a strong link between program activities, the budget, and the strategic plan. In 2015, the Program Improvement Committee started collecting Annual Program Updates (APU). All programs<sup>3</sup> across all areas of the College prepare an APU. The APU is a summative report of accomplishments, a situational analysis, a multi-year action plan, and a proposal for resources. The APU action plans are where the strategic plan is operationalized. The APUs are compiled and analyzed by chairs, deans, and directors into summary reports. Cabinet members incorporate the summary reports into division reports. The division reports record progress and define the president's and cabinet's focus and next steps to operationalize the strategic plan across the college.

At each level, writers tie activities to strategic goals, describe next steps, and provide rationales for future resource needs. This information is the foundation for making evidenced-based decisions during strategic, facility, and financial planning. Priority is given to requests related to strategic plan goals and college priorities.

The following figure is a draft of the annual continuous improvement cycle that operationalizes the strategic plan.

**Figure: Annual Planning Cycle**



<sup>3</sup> A program is any activity that consumes budget dollars and resources and fulfills a specific need. A department, on the other hand, generally manages several programs, including the budgeting, staffing, equipment, and space needs.

## Data Collection and Analysis

A variety of methods are used to collect and analyze data to ensure JJC's programs and departments meet general standards of quality. JJC encourages examining the efficiency, effectiveness, and impact of each program or department.

- **Efficiency** - the degree to which a program has been productive in relationship to its resources.
- **Effectiveness** – the degree to which goals have been reached.
- **Impact** – the degree to which a program has resulted in changes.

During the APU process, faculty examine course and program learning outcomes and five years of data for enrollment, credit hours, persistence, completion, and disaggregated demographic data (gender, race/ethnicity, age, full- and part-time attendance). The situational analysis includes a determination of the extent to which the program is responsive to the needs of students and employers, cost effective, and of high quality. The arts and science disciplines also focus on course articulation to ensure credits will transfer. The Career and Technical Education (CTE) programs include a focus on job- and employer-related aspects. Faculty summarize what they've learned by writing findings and identifying possible next steps. The next steps can include changes to learning outcomes and curricula as well as program effectiveness. The next steps are prioritized and the top few are fleshed out in an action plan which includes goals/outcomes, actions with rationale, assessment, timeframe, required resources, and alignment to the strategic plan or other college priorities.

Non-academic programs complete the same APU process with a focus on performance and quality. Their situational analysis includes an examination of strengths and weaknesses. Non-academic programs also write findings, next steps, and the prioritized, detailed action plan. Like academic programs, they are also expected to measure and report results in subsequent years and close the loop.

## Program and Institutional Reports

Program reporting is an integral component of the College's accreditation by the HLC and its recognition through the ICCB. In addition to the annual program updates, JJC is required by the ICCB to submit program reviews for both academic and non-academic programs on a five-year cycle<sup>4</sup>. The program review process gives each program the opportunity to demonstrate that it

- Meets the needs of the community college district.
- Is continuously improving quality.
- Is cost effective.
- Assesses, improves and updates programs on a regular basis.
- Discontinues programs when there is no longer sufficient demand, quality cannot be maintained at an acceptable level, or they are no longer cost effective.

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<sup>4</sup> ICCB Program Review [https://www.iccb.org/academic\\_affairs/program-review/](https://www.iccb.org/academic_affairs/program-review/)

The APU template mirrors the ICCB program review template to make it easier for programs to summarize annual results into the five-year evaluation. Academic and non-academic programs submit their APU (or program review depending on the year) to their dean/supervisor for review and discussion. The supervisors synthesize information on performance, discern issues, and prioritize future work and resource requests into summary reports for review and discussion with their representative in the President's Cabinet. (The Cabinet includes vice presidents and executive directors.)

The Cabinet members prepare their division reports after analysis of summary reports, review of institutional data and environmental scans, discussion with the Board of Trustees (BOT) regarding priorities, and the budget development process.

Using information gleaned through the program and division reporting process the College prepares a financial plan, capital improvement plan (CIP), technology plan, and campus master plan.

### **Annual Department Budget Requests**

Departmental budgets are completed using the practices established by the budget committee. The action plan within each APU includes a resource request section where programs list requirements (for the next fiscal year and beyond, if known) for capital items, equipment, supplies, facilities, furniture, personnel, technology, travel, etc. Programs list anticipated costs along with the expected source of funding, which may include gifts, grants, repurposing their existing budget, requesting new/additional funds for a one-time purchase, or requesting new/additional funds on an ongoing basis (e.g. salary and benefits for a new employee). These requirements are submitted online as formal requests during the annual budget process. The budgetary requests must include whether the need was described in the APU and how the budget request supports the strategic plan goals.

### **Decisions Affecting Next Academic Year**

The College's strategic plan and the college priorities identified in the IER along with the rationales provided in annual budget requests drive the budget development and allocation processes of the College. Priority is given to requests in keeping with JJC's mission, strategic goals, and college priorities. The Cabinet consults with the Budget Planning Committee and builds the annual operating and capital spending budget plan that the Board of Trustees reviews, adjusts if necessary and adopts.

### **How the Plan is Linked to Accreditation**

Joliet Junior College is accredited by the Higher Learning Commission (HLC) which assures quality by verifying that an institution (1) meets threshold standards and (2) is engaged in continuous improvement. To maintain accredited status, JJC must provide evidence it meets the HLC's five Criteria for Accreditation:

- Criterion 1. Mission: The institution's mission is clear and articulated publicly; it guides the institution's operations.
- Criterion 2. Integrity: The institution acts with integrity; its conduct is ethical and responsible.
- Criterion 3. Teaching and Learning: Quality, Resources, and Support: The institution provides high quality education, wherever and however its offerings are delivered.
- Criterion 4. Teaching and Learning: Evaluation And Improvement: The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.
- Criterion 5. Resources, Planning, and Institutional Effectiveness: The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

JJC's budgeting and planning processes as well as the results for the strategic plan, college priority projects, and program action plans are central to demonstrating the college meets the HLC accreditation criteria. At several points in the accreditation process, HLC reviewers will provide feedback to the College and this feedback may be implemented as college priorities.

## Update on Projects Developed through the FY17-FY20 Budget Processes

During the FY17 through FY20 budget processes, decision making for new initiatives was guided by the college's Strategic Plan. Several new departmental projects were funded.

	<i><b>Total Projects</b></i>	<b>Completed</b>	<b>Ongoing/ In Progress</b>	<b>Revised/ Repurposed</b>	<b>Postponed</b>	<b>Cancelled</b>
FY17	<b>4</b>	1	2	1	0	0
FY18	<b>12</b>	3	9	0	0	0
FY19	<b>14</b>	7	6	0	1	0
FY20	<b>24</b>	14	7	0	2	1

Details on the 24 new FY21 projects and ongoing FY17-20 projects are found in the *Organizational Chart/Department Descriptions/Department Initiatives* section. Current projects will include an estimated completion date range. Unfinished projects from prior years will include status updates.

**ORGANIZATIONAL CHART/  
DEPARTMENT DESCRIPTIONS/  
DEPARTMENT INITIATIVES**

## DEPARTMENT/PROGRAM DESCRIPTIONS

Joliet Junior College (JJC) has seven divisions, three administrative divisions and four primary operational divisions, all of which report to the president of the college. The administrative departments, each led by a vice president are:

- Academic Affairs
- Administrative Services
- Student Development

The operational divisions, led by an executive director are:

- Communications & Marketing
- Human Resources
- Institutional Advancement
- Diversity, Equity, Inclusion & Compliance

The remaining operational division is led as follows:

- The Information Technology division is led by a chief information officer

Leadership is provided by a vice president in each administrative area. Leadership for these divisions is appointed by the Board of Trustees after recommendation by the president. Three administrative leaders, five operational leaders and the president make up President's Staff. The three administrative leaders, the CIO of Information Technology, the Executive Director of Human Resources and the Executive Director of Communications & Marketing comprise the President's Cabinet.

The subsequent pages include division information as follows:

- Organization charts that identify the relationships of units and programs.
- Responsibility narratives for each division or department.
- FY21 funded initiatives guided by the college's strategic plan, as well as active FY17 through FY20 initiative updates.



## ORGANIZATIONAL CHART

### DIVISIONS AND DEPARTMENTAL CODES

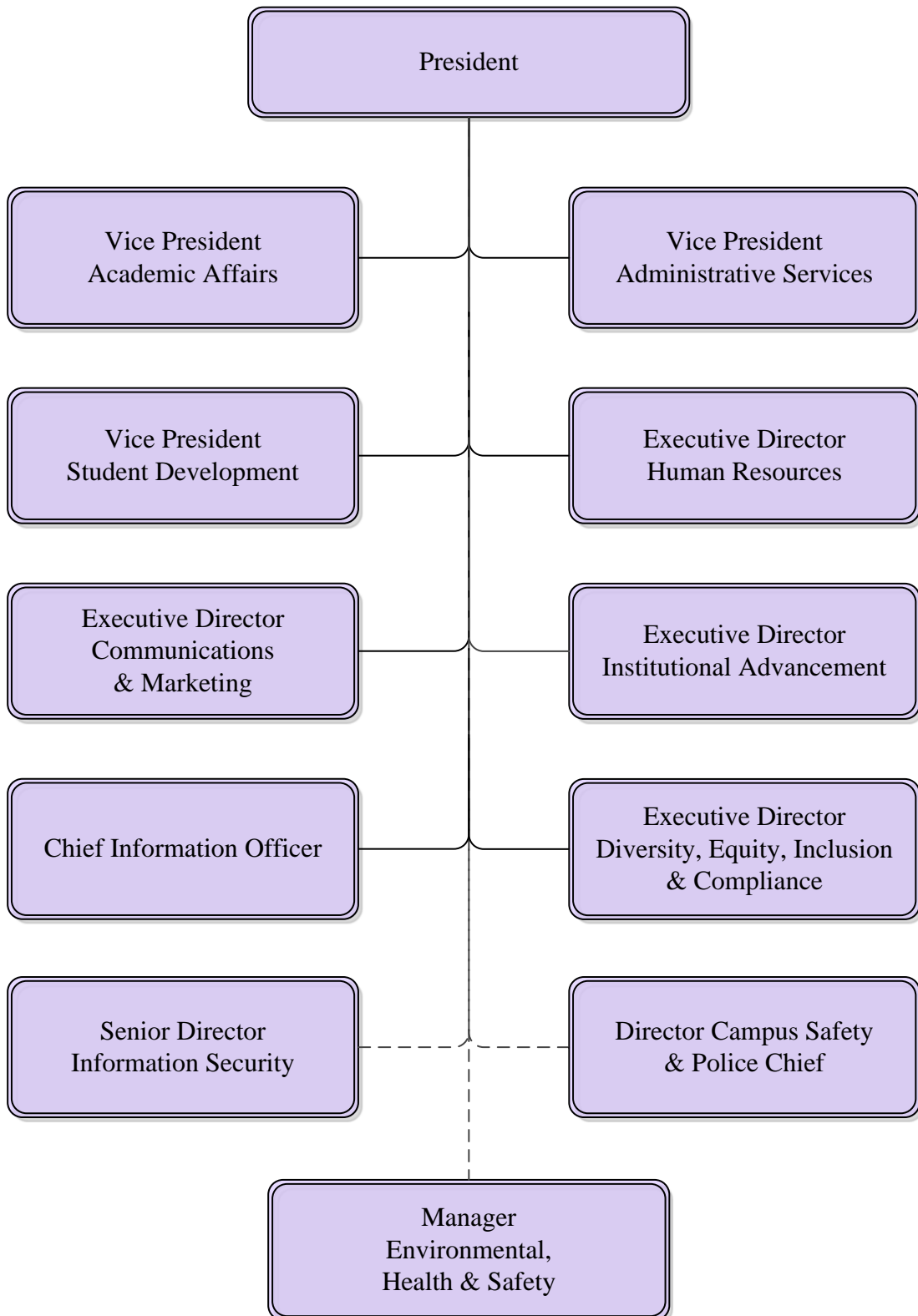
B O A R D  O F  T R U S T E E S	P R E S I D E N T	Vice President Academic Affairs 01-18101, 05-10519, 05-39311	Dean Arts & Sciences 01-14525 01-18110	Dept Chair English/Philosohy/World Languages 01-10005, 05-10505	
				Dept Chair Fine Arts 01-10002, 05-10002, 05-10502	
				Dept Chair Math 01-10008, 05-10508	
				Dept Chair Nat Science/Physical Education 01-10009, 05-10009, 05-10509	
				Dept Chair Social/Behavioral Science 01-10014, 05-10514	
				Extended Campus Frankfort 01-14525	
			Dean Academic Excellence & Support 01-18102, 01-18108, 01-18113, 01-19006, 05-18108	Director iCampus 01-14501, 01-23105, 05-23105	
				Dept Chair Library 01-21102, 05-21102, 05-69122	
				Manager Dual Credit and P20 Partnerships	
			Dean Career & Technical Education 01-18115 06-14949	Dept Chair Agriculture/Horticulture/Veterinary Sciences 01-10001, 01-10018, 01-14522, 05-10501, 05-10518, 05-69090, 05-69095, 05-69101	
				Dept Chair Business Education 01-10003, 05-10503	
				Dept Chair Technical Education 01-10015, 05-10515, 05-69070	
			Dean Applied Arts, Workforce Education and Training 01-18120, 05-17911-15, 05-41104	Dept Chair Culinary Arts 01-10016, 05-10016, 05-10516, 05-49784, 05-61174	
		Director Workforce Education 01-14514, 05-17943, 05-17952, 06-16513, 06-16516-19, 06-42503, 06-42505, 06-42616, 06-42631			
		Extended Campus City Center 01-14515			
		Extended Campus Morris 01-14520			
		Dean Nursing, Health & Public Services 01-18125	Dept Chair Nursing 01-10017, 05-10517	Health Care/Continuing Ed 05-17933	
			Dept Chair Health & Public Services 01-10025, 01-19906, 05-10525		
		Sr. Director Institutional Effectiveness 01-94114			
		Vice President Administrative Services 01-82111	Senior Director Business & Auxiliary Services 01-82113	Manager Bookstore & Auxiliary Support Services 05-62022	
				Manager Early Childhood Center 05-69069	
				Manager Food Service 05-61021, 05-61022	
				Manager Purchasing 01-82113	
				Mail Center 01-93112	
				Print Services 01-88118	
Facility Rentals 05-67205					
Director Campus Safety & Police Chief 02-74204, 05-93204	Commanders			Sworn Police Officers & Sergeants	
				Campus Safety Officers	
				Communications Staff	
				Records Staff	
Senior Director Facility Services 02-76206, 02-78208, 02-92209, Fund 03	Assistant Director Roads & Grounds 02-73203				
	Superintendent Custodial Services 02-72202				
	Superintendent Maintenance 02-71201				
	Construction Management				
	Receiving 02-93113				
Senior Director Financial Services & Controller 01-42602 01-82112, 12-82112	Assistant Controller				
	Manager Budget				
	Manager Accounting				
	Manager Payroll				
	Bursar, Student Accounts				
Manager Environmental, Health, & Safety 02-79109	PT EHS Specialist				
01-91111	01-81111				

## ORGANIZATIONAL CHART

### DIVISIONS AND DEPARTMENTAL CODES

B O A R D  O F  T R U S T E E S	P R E S I D E N T	Vice President Student Development 01-38308	Dean Enrollment Management 01-31303	Director Admissions & Recruitment 01-31301, 05-31301
				Director Financial Aid/Veteran's Affairs 01-34304, 06-34304
				Registrar 01-31300, 05-31300
				Coordinator International Student Services 01-36310
			Dean Students 01-32301, 05-32301, 05-63016, 05-63017, 05-69120, 06-32301	Director Student Activities & Campus Life & Student Wellness Advocate 01-33303, 01-36306, 05-36306, 05-65400 Holistic Wellness
			Dean Academic Intervention and Support 01-32315	Developmental Education
				College Transfer
				Transfer Advising Specialist
				First Year Experience 01-39311
			Dean Student Success 01-32303, 01-32305, 01-32307	Director Academic Interv & Accom 01-23101, 01-23104, 05-23104, 06-34304
				Director Career Services 01-35305, 05-35306
				Director Multicultural Student Affairs 01-39310
				Director Project Achieve 06-19551, 06-41411
				GSD / NSO Coordinator 01-39311, 05-39311
			Director Athletics 05-64088, 05-64600	Coordinator Women's Athletics
				Student-Athlete Retention Specialist
				Athletics 05-64564
		Chief Information Officer 01-95115 02-93114 05-95116 05-95117	Director Technology Support Services	Technology Support 01-29109
			Director Enterprise Applications	
			Director Project Management & Enterprise Architecture	Manager Network Services
			Senior Director Information Security	
			Manager Media Services 01-22103	
		Executive Director Human Resources 01-84114 Prof. Development 01-92113	Director Human Resources	Manager, Employment & HR Administrative Services
			Manager Human Resources & Labor Relations	
			Manager Human Resources - Compensation & Benefits	
		Executive Director Institutional Advancement 01-86116 06-96963	Assistant Director Institutional Advancement	Manager Alumni Relations and Annual Fund
			Director Grants Development, Compliance, Performance 01-86118	
			Manager Finance & Scholarship	
		Executive Director Communications & Marketing 01-83116, 05-63006	Director, Marketing & Creative Services 01-83113	Project Coordinator, Digital Content Specialist, Marketing Assistant, 3 Designers
			Communications and Media Coordinator	Communications Specialist
			Assistant Communication and External Relations	
01-91111	01-81111	Executive Director Diversity, Equity, Inclusion & Compliance 01-81113	Compliance Officer 01-81115	

## PRESIDENT'S OFFICE



## *President's Office*

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The president is the chief executive officer of the college who is appointed by the Board of Trustees, whose members are elected by the residents of District No. 525. The following positions report to the president: The vice president of academic affairs, the vice president of student development, the vice president of administrative services, the executive director of human resources, the chief information officer, the executive director of communications and marketing, the executive director of institutional advancement, the executive director, diversity, equity, inclusion & compliance, and the executive assistant to the president.

The executive director, diversity, equity, inclusion & compliance position was added for FY21. The executive director, diversity, equity, inclusion & compliance, under the direction of the president, will work closely with members of Human Resources, Compliance and other areas of the college that are related to and impact the mission of diversity, equity, and inclusion.

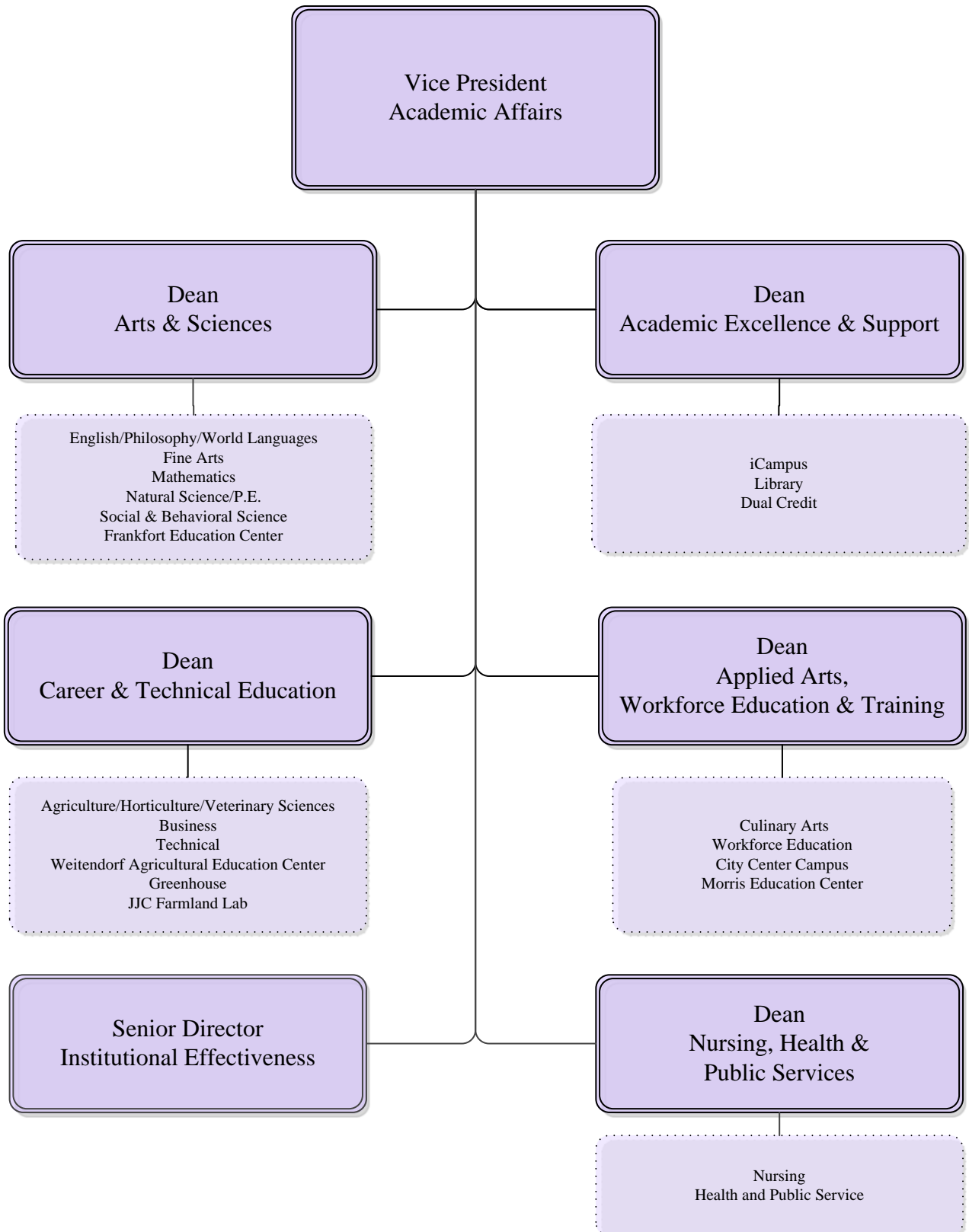
This position is critical to growing and sustaining the diversity efforts and will demonstrate our progressive management values and standards to inform transformative inclusion and equity. JJC is committed to student success and working with broadly diverse communities.

In addition, the director, campus safety/chief of police, the manager of environmental, health and safety and the senior director of information security have dotted-line reporting responsibilities to the president.

The following pages have further information on responsibilities and initiatives of the departments that report to the president.



## ACADEMIC AFFAIRS



## *Academic Affairs*

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The division of academic affairs includes 12 academic departments. Leadership of this division is provided by the vice president of academic affairs. The vice president is the chief academic officer of JJC. Department faculty chairs provide leadership within academic departments and report directly to one of the five academic deans: dean of arts and sciences, dean of career and technical education, dean of nursing, health and public services, dean, applied arts, workforce education and training, or dean of academic excellence and success.

The academic departments are as follows:

- Agricultural, Horticultural & Veterinary Sciences
- Business
- Culinary Arts
- English, Philosophy & World Languages
- Fine Arts
- Health & Public Services
- Library
- Mathematics
- Natural Sciences & Physical Education
- Nursing
- Social & Behavioral Sciences
- Technical

The Guided Academic Pathways are:

- Agricultural Sciences and Vet Tech
- Architecture, Manufacturing and Automotive
- Business, Finance and Information Technology
- Culinary, Hospitality and Tourism
- Health, Public Safety and Human Services
- Liberal and Fine Arts
- Social and Behavioral Sciences
- STEM
- Workforce Training

The nursing program of JJC has a rich history. The first nursing class at the college graduated in 1971 and had 11 graduates. In recent years, over 100 students graduate from both the practical nurse program and the registered nurse program annually. Our students have the benefit of a state-of-the-art simulation center in the Health Professions Center. High-, mid-, and low-fidelity simulation enhances our students' education and adds to the realism of the learning experience.

JJC's first-time pass rate in 2019 for the National Council Licensure Examination (NCLEX) RN was **99 percent**. The national and state averages are 87 and 86 percent, respectively. JJC had the second-most graduates in the state from an associate degree program.

The Nursing division offers potential students different pathways to realize their goals in the field:

**Registered Nurse (RN)**

The Associate Degree Nursing program is designed for persons who wish to become registered nurses (RN). The program combines classroom experience on the JJC campus with clinical experience in community health facilities.

**Practical Nurse (PN)**

The Certificate of Achievement program is designed for persons who wish to become Practical Nurses (PN). The program combines classroom experience on the JJC campus with clinical experience in community health facilities.

**Licensed Practical Nurse Transition Program**

This course is designed to assist the non-collegiate Licensed Practical Nurse in the role changes necessary for transition to the ADN (RN preparation) curriculum at JJC.

**Certified Nurse Assistant Training Course**

The Certified Nurse Assistant Training course (NA 101) prepares students to administer patient care as a member of a nursing team in hospitals, nursing homes, home health agencies, and other extended care facilities.

**Diagnostic Medical Sonography**

The Associate in Applied Science (AAS) degree in Diagnostic Medical Sonography prepares individuals to enter the diagnostic medical sonography profession upon graduation. This degree is a six-semester, full-time day program that provides both theoretical and clinical instruction in sonography at the JJC main campus, at hospitals, and other health care organizations in the surrounding area.

Diagnostic medical sonographers are highly skilled professionals who provide patient services using diagnostic techniques under the supervision of a licensed Medical Doctor (MD). Sonographers use specialized equipment to create images of structures inside the human body and perform a variety of diagnostic sonographic examinations of the abdomen, pelvis, small parts, pregnancy, superficial structures, vascular studies and other procedures. Sonographers also use critical thinking skills to assist physicians in collecting patient diagnosis data necessary to reach diagnostic decisions.

The Diagnostic Medical Imaging Sonography program at JJC is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

Upon successful completion of the program, students will be qualified to take the abdomen, obstetrics/gynecology and Sonography Principles and Instrumentation (SPI) examinations given by the American Registry of Diagnostic Medical Sonographers (ARDMS).

**Emergency Medical Services**

The Emergency Medical Services program prepares students for a variety of careers in emergency medical care including EMT/paramedic, police officer, or firefighter. The EMT course prepares students for the Illinois Department of Public Health State EMT-licensing examination and an entry-level job in EMS. Once a student is licensed as an EMT, he or she is eligible for the

Paramedic program, a 12-month course given in partnership with Morris Hospital EMS System. A paramedic degree gives graduates many advantages in their field. For example, most fire departments require that students be both a licensed paramedic and a certified firefighter for an entry level position. The EMS program at JJC is designed to prepare individuals for a wide spectrum of careers including fire service, hospital emergency department technicians, physicians' offices, or clinics.

### **Division of Applied Arts, Workforce Education and Training**

The Division of Applied Arts, Workforce Education and Training provides leadership for credit workforce education programs in the culinary arts and management field; adult education and literacy; workforce development; continuing education; corporate training and personal enrichment. The division has responsibility for City Center Campus and the Morris Educational Center oversight, marketing, management, and assisting in curriculum design of educational programs that serve employers' and employees' needs. As an entrepreneurial division, we work closely with business and industry partners to determine workforce development needs, design innovative curricula that enhances employees' skills and knowledge, recruit students and faculty, develop workforce education programs, and manage operational logistics of major grants and contracts. This division serves as liaison with outside agencies, community organizations, and other constituencies within the college.

In addition to the Main Campus, JJC has two extended campuses, three centers and various satellite locations where both credit and non-credit courses are offered at high schools and career centers in the JJC district. These programs are managed by the extended campuses and high school relations department, which is led by a director:

- Romeoville Campus – The Romeoville Campus is located in one of the fastest growing areas in Illinois. Classes offered include art, accounting, computer information systems, nurse assistant training, and a variety of liberal arts courses. A student pursuing an associate in arts degree can complete the requirements at Romeoville.
- City Center Campus – The City Center Campus at 235 North Chicago Street in downtown Joliet offers a variety of educational opportunities and services for JJC district residents. Departments and associated programs housed at the City Center Campus include:
  - Culinary Arts Management
  - Workforce Education
  - Academic Tutoring and Testing
- Morris Education Center – The Morris Education Center is located at 725 School Street, Morris. Both credit and non-credit classes are offered at this facility, such as general education, computer, and lifelong learning classes. The office administers the Workforce Investment Act (WIA) grant for Grundy County which provides financial assistance for education and training so that individuals can reenter the workforce.
- Weitendorf Agricultural Education Center – The Weitendorf Agricultural Education Center is located on 32 acres of land donated by John H. Weitendorf Sr., class of 1942. The facility, which is located on Laraway Road in Joliet, Illinois, hosts classroom and laboratory activities for JJC's agriculture, horticulture, and veterinary medical technology programs.



The facility houses our Commercial Driver's License (CDL) program. The facility is available for rental to community and business organizations.

**FY21 Budget Challenges:**

As many of the applied and CTE program areas continue to see enrollment growth, especially in the nursing and allied health areas, faculty count continues to be a challenge. More faculty are needed.

**FY21 Budget Highlights:**

Instructional supply and equipment upgrades across all programs is evidenced. Many upgrades will be in staffing in dual credit and in Guided Academic Pathway advising.

**FY21 Goals and Initiatives:**

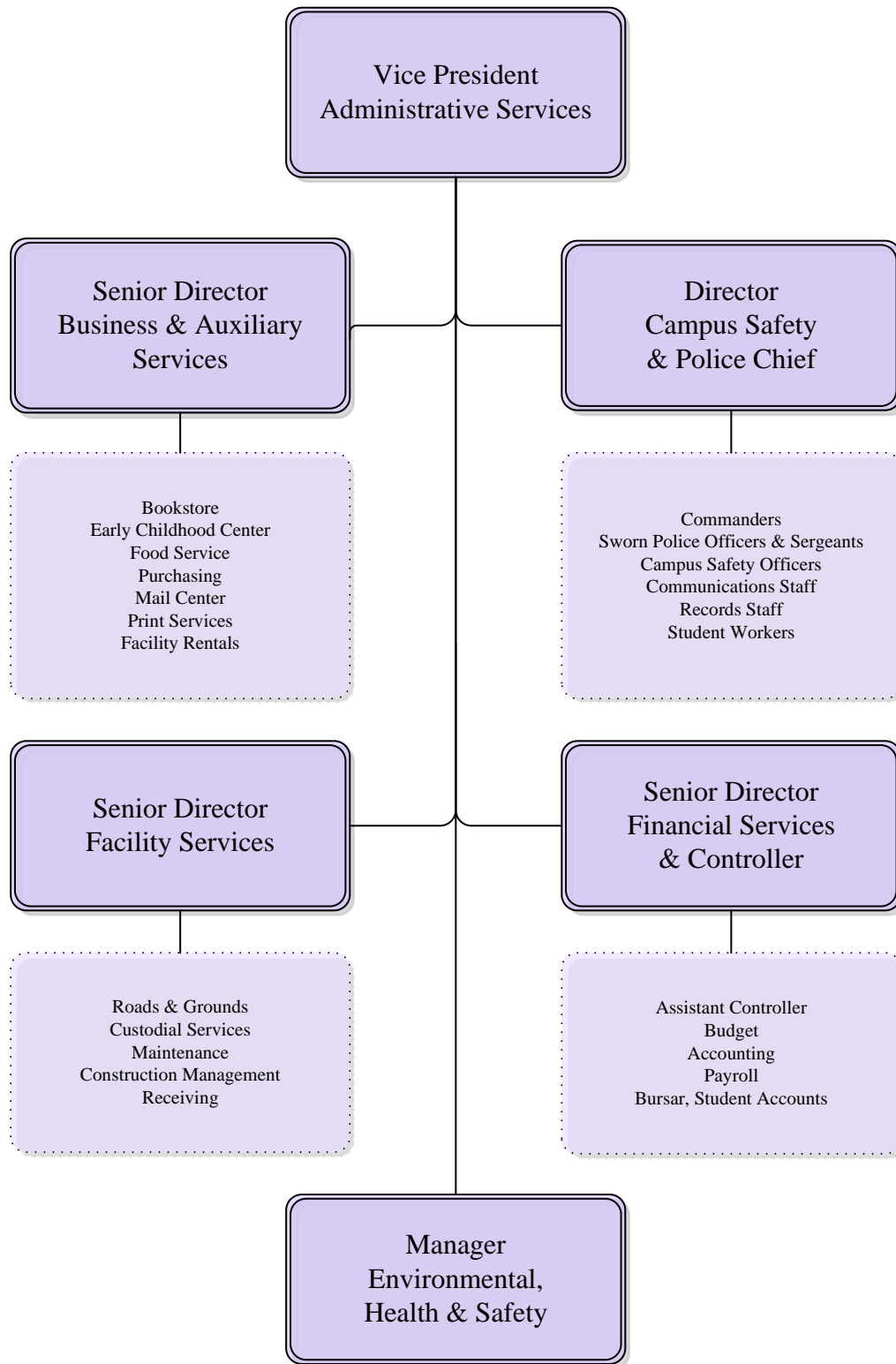
Academic Affairs will partner with Student Development to fully implement the nine Guided Academic Pathways at JJC. Promotion of these seamless routes to educational success will be achieved through the newly developed pathways website which features program and curriculum maps, articulation agreements, faculty advisor pages, and labor market data on career opportunities in each of the pathways.

The College will begin planning for the construction in the U-Building build out/remodel. The Respiratory Therapy Technician program is slated to occupy the new U-Building space by 2022.

## Academic Affairs Initiatives

FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21	1						GAP Implementation	Train additional faculty advisors. Introduce new website	Set benchmark of 10:1 student to faculty advisor.					FY22 or beyond
FY21	1						Complete feasibility study on Respiratory Therapy Program	Identify architect for U-Building shell remodel	Onboard new Respiratory Therapy Program					FY22 or beyond
FY21	1						Begin Diesel Technology courses	Integrate new course into established automotive program.	Enrollment of 10 new students				Apr-Jun 2021	
FY21	1						Begin revised Culinary Arts Management	Provide better pathway for students	10% increase in student job placement					FY22 or beyond
<b>FY20 - FY23 Goals</b> 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college's guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives				Status			
FY20	1						Applied Arts Curriculum redesign	Have more emphasis on Culinary Arts. More comprehensive AAS pathway to management career.	Increase enrollment by 3%.	Ongoing				
FY19	1		3				Scale new academic programming	Working with industry and advisory partners, design new programs to meet industry needs.	Increased student enrollment by 1%.	Ongoing				
FY18	1	2					Train faculty in use of college-wide retention tools	Establishment of academic affairs retention mechanism in Center for Excellence	Increase section level retention by 3% in FY18	Ongoing				
FY17	1						<i>Fine Arts</i> Increase instrument inventory	Supports the department's objective of promoting excellence in instruction while promoting engagement and increased opportunities to recruit unique academic offerings.	Increased enrollment and retention.	Ongoing				
FY17	1						<i>Technical</i> Purchase/replace equipment to stay current with industry trends.	Promote excellence in technical instruction and to meet the needs of the regional industry and community.	Increased student skill level and abilities (class project with higher difficulty level). Track students after employment to measure employer satisfaction with skill level.	Ongoing				
<b>FY20 goals under development. For planning purposes, FY17-19 goals were used.</b>														
<b>FY17-FY19 Goals:</b> 1. Provide education pathways that promote completion. 2. Improve data accessibility and integrity. 3. Collaborate with employers and the community. 4. Improve community awareness and strategic marketing. 5. Improve internal communications.														

## ADMINISTRATIVE SERVICES



## *Administrative Services*

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Led by the Vice President of Administrative Services, who is also a member of the President's Cabinet. This division includes five departments:

- Business & Auxiliary Services
- Campus Police
- Facility Services
- Financial Services
- Environmental, Health & Safety

### **Administrative Services Major Responsibilities:**

- Business & Auxiliary Services – responsible for the functions of mail center, early childhood center, purchasing, print services and facility rentals. The area also provides leadership for the JJC Bookstore and Food Service.
- Campus Police – responsible for the safety and security of all JJC properties, students and staff. The department is staffed 24 hours a day, seven-days-a-week by sworn, armed and certified police officers supported by a civilian staff of campus safety officers, dispatchers, student aids and clerical personnel.
- Facility Services – oversees all custodial, grounds, maintenance and construction activities of JJC, including building repairs, renovations, and new construction. This department is also responsible for receiving.
- Financial Services – responsible for budgeting, liability insurance, general ledger accounting, grants accounting, accounts payable, revenue collection and receivables, payroll, debt financing, and student accounts and payments for tuition billing and collection.
- Environmental, Health & Safety – provides safety training in various areas and departments, monitors the environment for physical and environmental hazards, develops emergency management and health plans, fire drills and severe weather drills, ensures proper storage of chemicals and hazardous waste, and develops safety procedures.

### **FY21 Budget Highlights:**

- 48<sup>th</sup> balanced operating budget.
- Developed a long-term initiatives planning model, whereby major college initiatives are prioritized. Future operational surpluses will be earmarked to fund these strategic initiatives.
- Continued to review Food Service operational savings as identified in FY19 and FY20 budgets.

### **FY21 Challenges:**

- COVID-19 pandemic and how it relates to economic and operational challenges



- Continue to address concerns over decreased profitability of some Auxiliary Enterprise functions.
- Effectively manage cash flow when the timing of large cash receipts from the State is uncertain.
- Improve college affordability through innovations in the campus bookstore.

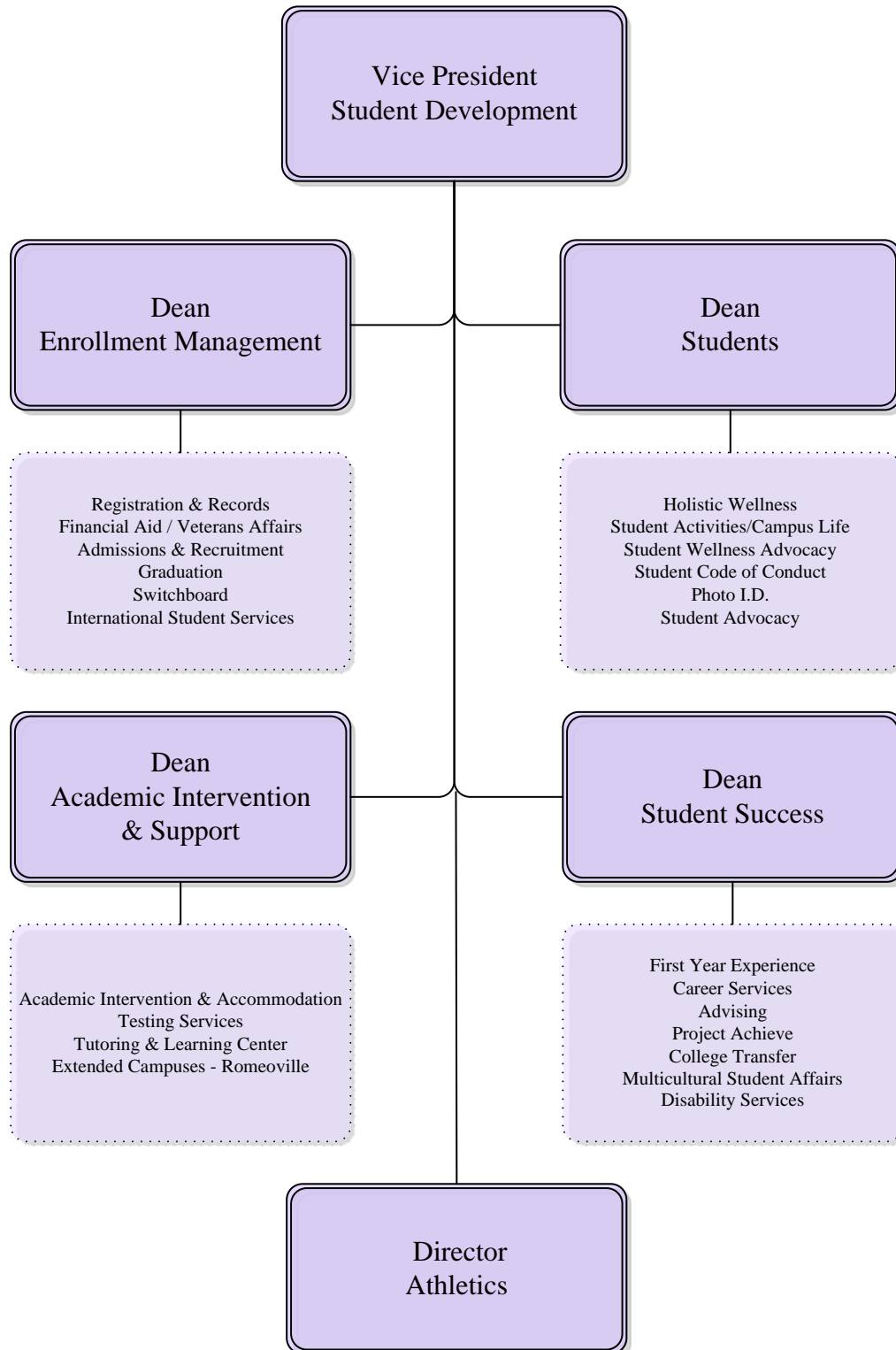
**FY21 Goals and Initiatives:**

- Improve textbook affordability. With the conclusion of a successful pilot of the Bookstore's Digital Access initiative, operationalize this program and continue to increase participation.
- Improve textbook affordability. Explore a price matching program, thus assuring JJC students receive the best possible textbook price at the JJC Bookstore.
- Successfully implement new ERP solution.

### Administrative Services Initiatives

FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21	1			4			Facility Services Lead JJC through four major capital projects: renovation for new respiratory therapy program, bridge to connect J wing to T wing, police station renovation and City Center campus site work.	Complete architectural design phase of all four projects, and begin construction as budget permits.	Successful completion of design of all four projects in FY21. Successful completion within budget in FY22 and beyond.		Oct-Dec 2020			FY22 or beyond
FY21			3				VPAS and Financial Services Provide leadership and financial support to assist leadership with post-COVID-19 economic challenges.	Develop financial strategies and contingency plans to allow for swift response to changing economic realities while maintaining quality academic programs and student services.	Minimize or avoid budget deficits in FY21-23.					FY22 or beyond
FY20 - FY23 Goals 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college’s guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives			Status				
FY20	2				5		Administrative Services Leadership Team. Successfully implement new ERP.	ERP implementation is scheduled to begin in the summer of 2019. Project duration is anticipated to be 24 months.	Successful implementation of ERP modules used by departments within the Administrative Services Division.	Ongoing. Implementation of Workday ERP is underway with a scheduled completion date of April 1, 2021.				
FY20 goals under development. For planning purposes, FY17-19 goals were used.														
FY17-FY19 Goals: 1. Provide education pathways that promote completion. 2. Improve data accessibility and integrity. 3. Collaborate with employers and the community. 4. Improve community awareness and strategic marketing. 5. Improve internal communications.														

# STUDENT DEVELOPMENT



## *Student Development*

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Led by the Vice President of Student Development, who is also a member of the President's Cabinet, this division includes 21 departments:

- Academic Intervention and Support – includes communication center and switchboard, tutoring and learning center (TLC), title III, university partnership, testing services, college transfer and Romeoville Campus.
- Athletics – includes 12 NJCAA Division III teams (men's baseball and wrestling, women's softball and volleyball, and men's and women's cross country, soccer, basketball, and cheerleading).
- Enrollment Management – includes the departments of registration & records, admissions & recruitment, financial aid/veterans affairs and international student services.
- Office of Student Rights and Responsibilities – includes administration of the student code of conduct and student advocacy, as well as the departments of student activities/campus life, photo I.D. services and holistic wellness.
- Student Success – includes the departments of advising, TRIO programs (Project Achieve and Educational Talent Search), career services, disability services, first year experience and multicultural student affairs.

### **Student Development Division Major Responsibilities:**

The Student Development departments provide services and programs which support the academic mission of the institution through a focus on enrollment, retention and student success. The initiatives and activities of the division support the strategic goals of the college, in particular:

- Improve student success with an emphasis on enrollment, retention, graduation, transfer rates, and effective teaching strategies and learning outcomes.
- Utilize technology strategically to advance teaching and learning, expand online and alternative delivery methods, and enable effective administrative and support services.
- Improve the success of minority, underrepresented and under-prepared student populations, in addition to closing the gap between high school and college performance.

### **FY21 Budget Highlights:**

- Scale up virtual support services by investing in technology to bolster and streamline processes.
- Increase student advocacy and mental health support in accordance with the Mental Health Early Action on Campus Act.
- Provide awareness and active training to expand student readiness for online learning.

### **FY21 Challenges:**

- There are uncertainties regarding student enrollment considering the pandemic. To proactively address this challenge, the division plans to deliver accessible, quality and timely remote support services while supporting students to effectively transition as online learners.

**FY21 Goals and Initiatives:**

- Execute institutional strategic priorities, action plans, and key performance indicators for student enrollment, persistence, retention and completion.
- Institutionalize Guided Academic Pathways initiatives upholding the goals and outcomes of the Title III grant.
- Implement Strategic Enrollment Management Plan 3.0 focused on admissions & recruiting, retention, academics, community outreach, and a virtual campus model.
- Execute Workday student module for admissions and recruitment to strengthen student applicant engagement and communication.
- Develop and implement a comprehensive assessment plan and milestones to support student success.
- Achieve a diversity, equity and inclusion paradigm to expand resources for diverse learners.



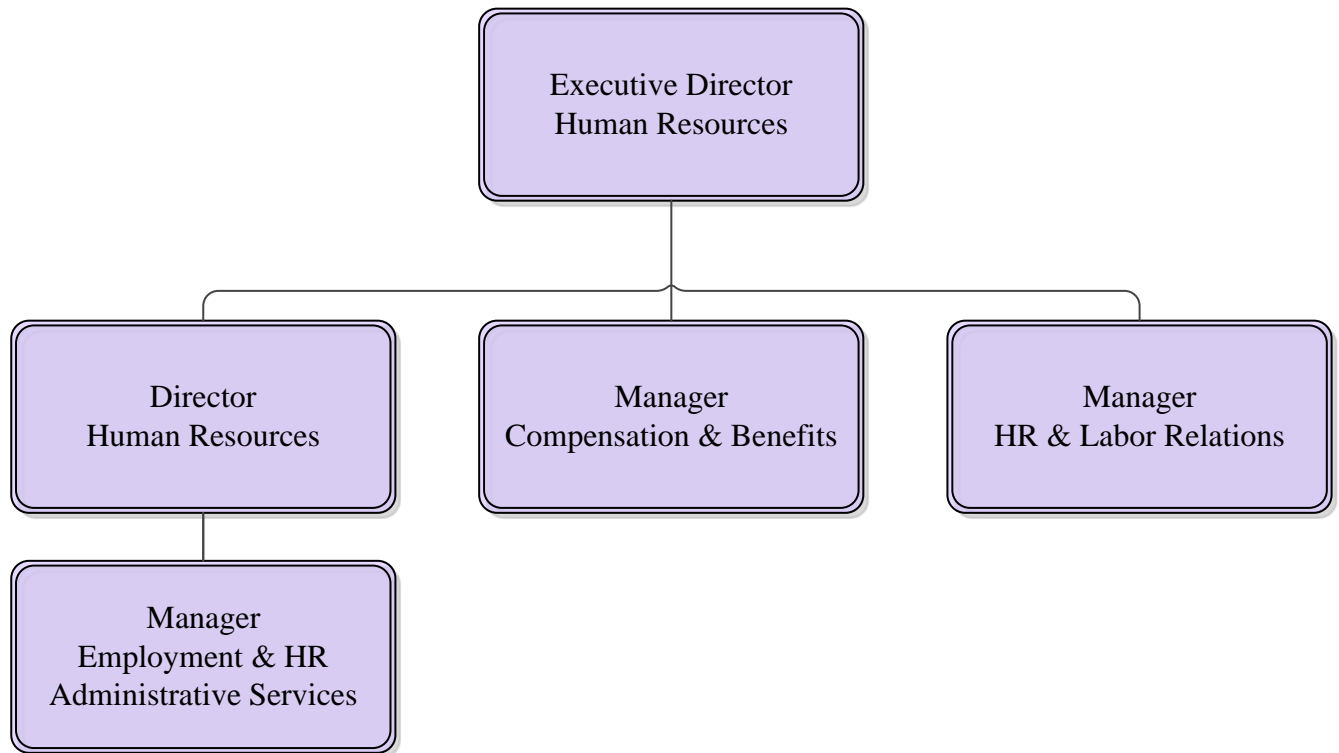
## Student Development Initiatives

FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21	1			4		6	Execute SEM 3.0	Successfully implement the college's 3-year SEM 3.0 Plan to strengthen student enrollment, persistence, retention and completion.	Track measureable data in all five SEM 3.0 themes: <u>Admissions &amp; Recruiting</u> : Increase applicant conversion to enrolled student by 1% each year. <u>Retention</u> : Increase fall to fall retention by 10% over the life of the plan. <u>Academics</u> : Add one new degree or certificate program each year throughout the plan. <u>Community Engagement</u> : Have 100% Student Ambassador participation each year. <u>Virtual Campus</u> : Offer 100% of all student support services remotely.					FY22 or beyond
FY21	1			4			Institutionalize Guided Academic Pathways	Strengthen academic pathways to support student success.	By December 2020: --20% increase in achievement in gateway courses --15% increase in fall-to-spring persistence --10% increase in fall-to-fall retention --5% increase in completion		Oct-Dec 2020			
FY21				4			Implement Workday student module	Implement Workday for admissions and recruitment to strengthen student applicant engagement and communication.	Build inquiry pool, and set benchmarks for inquiry to applicant yield in year one. Increase applicant yield by 2% in year two.			Jan-Mar 2021		
FY21			3				Develop a division assessment plan	Develop a comprehensive division assessment plan and milestone outcomes.	All student development departments will deliver an assessment plan aligned with milestones to enhance services.					FY22 or beyond
FY21		2					Achieve a diversity, equity and inclusion paradigm	Expand resources and services for diverse learners.	By year 2021: --increase persistence each semester to 49.2% for diverse students.			Jan-Mar 2021		
<b>FY20 - FY23 Goals</b> 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college's guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives			Status				
FY20	1	2		4			Implement <i>University Partnership Center</i>	Implementing the University Partnership to increase adult student enrollment and cohort completion	Increase the percentage of adult students enrolled at JJC by 5%	Ongoing				
FY20	1	2					<i>Champion Early Alert Academic Success Tracker</i>	Increase faculty usage of the early alert system to support student success	Increase faculty participation from 51% to 80%	Ongoing				
FY19	1				5		Leverage technology for enrollment and persistence communications	Strengthen students' academic pathways to completion, e.g. online chat, text messages, website course selection, etc.	by the year 2020: --increase student enrollment by 2.2% --increase fall-to-fall matriculation by 1% --increase graduation and completion rate by 1%	Ongoing - Chat feature completed July 2019				

## Student Development Initiatives

FY	Goals					Prior Year Initiatives			Status
FY19	1					Institutionalize and reaffirm our commitment of serving diverse students as a Hispanic Serving Institution		by the year 2020: --grow Hispanic student enrollment to 30% --increase persistence each semester to 49.2% --increase completion rate to 44.2%	Ongoing - to date, the Latino population stands at 26%
FY19	1					Partner with and support Title III project	Successfully accomplishing the identified goals and outcomes related to guided pathways	by the year 2020: --20% increase in achievement in gateway courses --15% increase in fall-to-spring persistence --10% increase in fall-to-fall retention --5% increase in completion	Ongoing
FY18	1					Guided pathways	Redesign student experience from initial connection to completion, with changes to program structure, new student intake, instruction and support services	by the year 2020: --increase student enrollment by 2.2% --increase fall-to-fall matriculation by 1% --increase graduation and completion rate by 1%	Ongoing
FY18	1					Hispanic Serving Institution	Institutionalize and reaffirm our commitment of serving diverse students	by the year 2020: --grow Hispanic student enrollment to 30% --Increase persistence each semester to 49.2% --Increase completion rate to 44.2%	Ongoing
FY18	1					College and Career Readiness	Supporting students in K-12 system as well as students in the post-secondary level	by the year 2020: --reduce the number of students needing traditional remediation by 3% down to 78%	Ongoing
FY18	1		4	5		Technology	Creating, using and managing innovative technology for student success	by the year 2020: --80% of students will use the student portal	Ongoing
FY18	1			5		Personal and Professional Development	Investing in student success by investing in the personal and professional development of employees	ongoing offerings of personal and professional development throughout the year	Ongoing
FY17			4			<i>Various Student Development Depts.</i> Hire additional personnel for the Student Development division that supports the new city center initiative.	To provide comparable student support similar to those offered at main campus.	Actively advise and support additional students.	The enrollment management and financial aid positions have been repurposed to support guided pathway initiatives and compliance.
<b>FY20 goals under development. For planning purposes, FY17-19 goals were used.</b>  <b>FY17-FY19 Goals:</b> <ol style="list-style-type: none"> <li>1. Provide education pathways that promote completion.</li> <li>2. Improve data accessibility and integrity.</li> <li>3. Collaborate with employers and the community.</li> <li>4. Improve community awareness and strategic marketing.</li> <li>5. Improve internal communications.</li> </ol>									

# HUMAN RESOURCES



## ***Human Resources***

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Led by the Executive Director, who is also a member of the President's Cabinet. This division includes four (4) functional areas:

- HR Administration & Shared Services
- Employee and Labor Relations
- Training & Development
- Compensation & Benefits

### **Human Resources Department Major Responsibilities:**

- HR Administration & Shared Services
  - Customer Service
  - Prepares all HR/employment related materials for the Board of Trustees workshops and meetings
  - Manages portal and website content
  - Generates reports on HR related data
  - Establishes and maintains HR standard operating procedures
  - Maintains records in accordance with state and federal retention requirements
  - Establishes employee position coding in Colleague
  - Oversees the data entry of full time and part-time faculty credentials
  - Manages HR (01-84114) and Professional Development (01-92113) budgets
- Human Resources Leadership
  - Serves as a strategic business partner to the college by aligning HR planning with the college's strategic plan to enable goal achievement through employee engagement and performance
  - Collaborate with leaders to plan, strategize, and implement their short term and long term organizational initiatives (e.g.: realignment, restructure, etc.)
  - Champions and executes the HR vision
  - Secures and retains talent by developing workforce planning, providing initiatives to build and develop skills, competencies, and expertise needed to advance college goals
  - Improves HR processes and systems to provide high levels of efficiency, quality and cost-effectiveness
  - Develops and monitors best practices, policies and procedures in recruitment, retention and development of outstanding faculty and staff
  - Ensures the President's Cabinet is informed and knowledgeable of HR issues that impact their respective areas of responsibility
  - Manages HR and Professional Development budget and finances
  - Ensures college compliance with legal and regulatory issues
  - Develops and monitors Board of Trustees policies and procedures.

- Employee Relations
  - Serves as a resource on a broad range of issues, policies, and concerns
  - Creates/revises college policies, institutional procedures, and employee handbook
  - Investigates and resolves workplace complaints
  - Counsels employees and supervisors on appropriate corrective action and/or discipline
  - Coordinates the delivery of required/mandatory employee training
  - Conducts new employee orientation, exit interviews, SURS enrollment and terminations, and retirement planning and processing
  - Oversees the college's performance management and appraisal systems
  - Oversight for the college's core value and employee recognition processes and events
  - The Executive Director and the Director serve as Deputy Title IX Coordinators and Investigators
- Labor Relations
  - Serves as primary point of contact on contract provisions requiring compliance, interpretation, or implementation
  - Participates and/or leads collective bargaining negotiations
  - Develops and maintains cooperative and collaborative relations with labor organizations that represent employees
  - Provides guidance, consultation and training to management on labor relations matters
  - Provides guidance on grievances, mediation and arbitration matters
- Compensation
  - Establishes policies and procedures which align with the college's compensation philosophy
  - Conducts compensation analyses; utilizing market data or other evaluation methods to establish position relationships, grade structures, and to ensure equitable internal equity and external market competitiveness
  - Ensures compliance with all applicable laws, wage/hour requirements, policies and procedures, and labor contracts
  - Works with managers to revise and keep job descriptions current and compliant
  - Prepares and processes wage changes, salary letters, and employment contracts
  - Analyzes requests for upgrade/reclassification
  - Processes unemployment insurance claims
- Recruitment, Employment, Onboarding
  - Oversight for the applicant tracking system, PeopleAdmin and onboarding platform Talent Ed. Records
  - Utilizes recruitment sources to maximize effectiveness in candidate pools
  - Conducts search committee training
  - Monitors processes for EEO compliance
  - Organizes and participates in employment fairs



- Conducts new employee orientations
- Coordinates the onboarding of new employees
- Partners with hiring departments throughout the college to maximize efficiency of hiring practices
- Coordinates and communicates pre-employment drug testing, physicals, and criminal background checks
- Diversity and Inclusion
  - Champion, influence, and align HR objectives and initiatives with the College's diversity and inclusion goals.
  - HR representation on the Diversity & Inclusion Council
  - In conjunction with the Diversity & Inclusion Council, maintains the written D & I plan and provides data elements related to recruitment, employment, etc.
  - Ensures compliance with all EEO related policies, procedures, and documents
- Benefits and Wellness
  - Administers employee leave plans, including processes for bi-weekly and annual accruals and manually processing requests for employees that are not on Webtime Entry
  - Oversees all employer paid and employee (voluntary) paid benefits; including health, dental, vision, prescription, flex spending, employee assistance program, life insurance and disability insurance
  - Manages processes for enrollment (initial and annual/open), maintenance, billing/reconciliation, consultant relationships and communication
  - Employee wellness programming; establishes programs and initiatives to promote a healthy workplace
  - Manages the annual employee benefit fair
  - Oversees annual employee/retiree on-site wellness screenings
  - Manages contractual relationship with the occupational health services vendor
  - Oversight of the Employee Insurance Committee
  - FMLA and ADA requests and case management
  - Worker's Compensation claims and management
  - Enrolls, maintains, and terminates employees in SURS
- Employee Training and Professional Development
  - Collaborates with management on the effective training and knowledge development to close knowledge gaps, correct performance deficiencies, and strengthen competencies
  - Provides and promotes employee development and organizational effectiveness through quality educational training programs and professional development initiatives
  - Serves as co-chair on the Professional Development Advisory Team

**FY21 Budget Highlights:**

- Expanded employee counseling support (risk assessment, behavioral intervention)
- Continued compensation support mechanisms such as market data sources and survey information
- Actions related to the formal training needs assessment conducted late FY20 early FY21; build out of the professional development plan
- Diversity and inclusion initiatives related to recruitment, and programming
- Build out succession planning process for critical/key roles
- Process improvement and compliance
- Campus-wide employee engagement activities

**FY21 Challenges:**

- New union contract resulting from the merger of Support/Technical and Clerical Unions
- Implementation of Workday; resource requirements
- Return to work protocol/operations within state/federal pandemic requirements
- Increase representation of women and minorities in Faculty positions where representation does not match external availability
- Recruitment, retention and engagement/satisfaction of part-time staff and (adjunct) faculty.
- Technology limitations, manual processes, and access to accurate data and reporting
- Budget constraints; working within existing parameters for organization-wide professional development

**FY21 Goals and Initiatives:**

- Operational Excellence
  - Enhanced reporting and metrics capabilities
  - Continued “shared services” model for HR service delivery
  - Continued compensation support and analyses
  - Ensure data integrity within Colleague system and build out the tenants in Workday ERP.
  - Review and create strategy to streamline job description processes
- Business Partnership and Alignment
  - Ensure HR plans align with the organization’s strategic plan and the business plans of key stakeholders
  - Increase programming and initiatives regarding diversity and inclusion
  - Institute best practices on leave/absence management
  - Improve hiring plans/processes including focused sourcing to support goal achievement in the Diversity and Inclusion plan FY20-22.
- Talent Management/Talent Development
  - Build diverse recruitment pools and community partnerships
  - Create opportunities to proactively staff positions through workforce planning
  - Complete the “needs assessment” phase for professional/employee development planning. Begin build out of the professional development plan.

- Provide Leadership & Management Essentials Training
  - Provide “ADA/FMLA/Work Comp” training
  - Improve performance management process. Continue to explore opportunity for competency-based performance management and training.
  - Establish full functionality of the “new hire introductory period” evaluation process.
  - Develop a succession planning process for critical/key roles
- Building and sustaining an engaged, accountable and rewarding culture
    - Inspire leaders and employees to create and sustain a culture of ownership and accountability
    - Develop innovative and effective ways to recognize and reward employees (i.e. valuing employees)
    - Provide benefits/compensation statements to full time employees

## Human Resources Initiatives

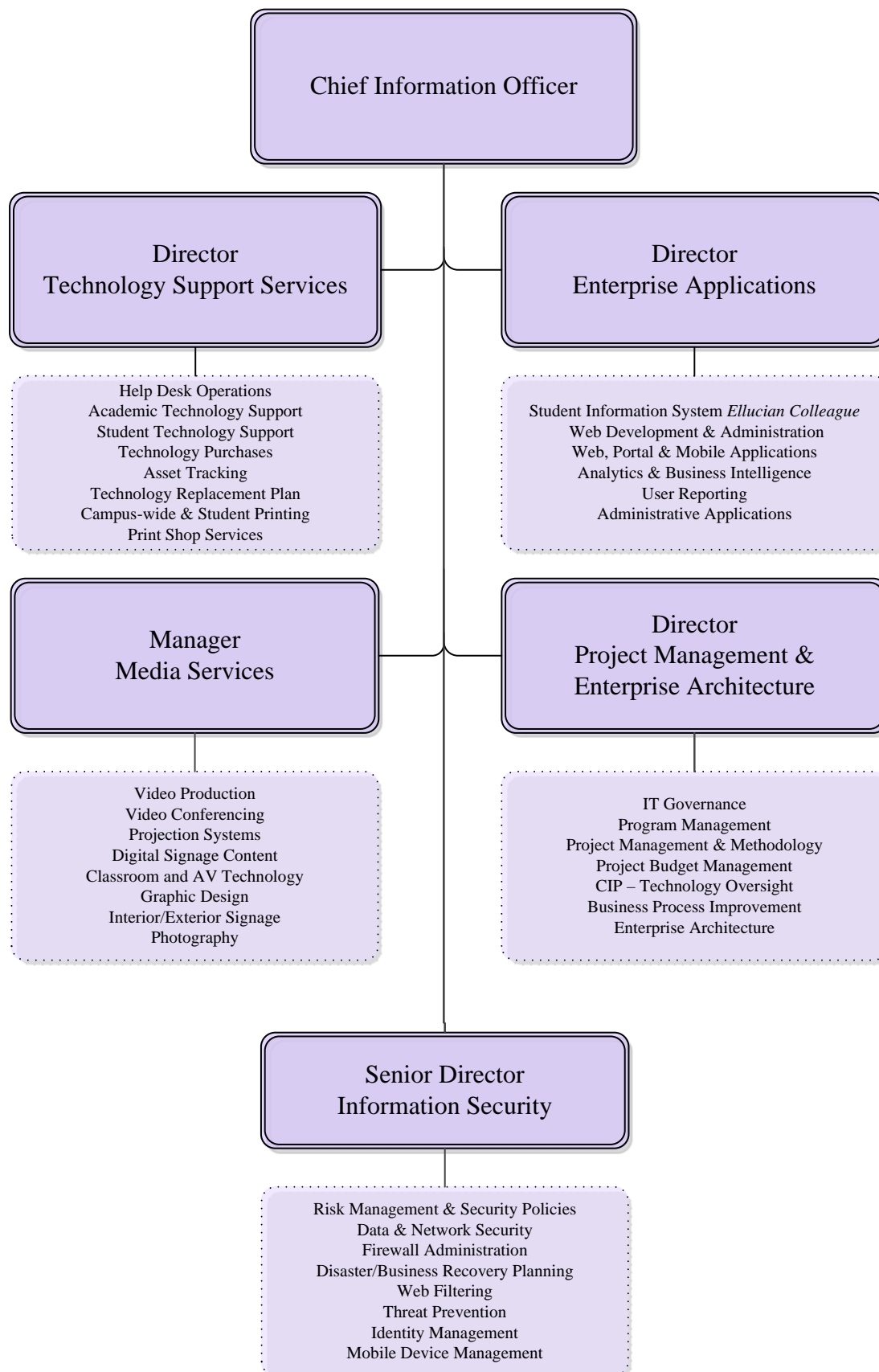
FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21			3		5		Compensation Analysis Merged Unions	Establish compensation structures and practices for newly merged support and clerical union now known as Technical Office Support Staff Council (TOSSC).	Fair, compliant, competitive, and equitable compensation practices. Achieve approval/ratification of contract.		Oct-Dec 2020			
FY21			3		5		Performance Management Analysis	Organize a project team to identify changes and process improvements needed to align the performance management process to the college's strategic objectives and support employee performance, development, and achievement of goals.	Focus group created, analysis completed, recommendations made to leadership. Implementation of recommendations. Evaluation of outcome.		Oct-Dec 2020			
FY21			3	4			Implementation of Workday ERP	Design and implementation of the HR/Finance Workday system	Improved operational effectiveness. Live by 4/1/2021.				Apr-Jun 2021	
FY21			3	4	5	6	Manager Training - Hiring	Provide training to manager/supervisors involved in the hiring process on legal and effective hiring practices.	Increased confidence and skills of hiring managers. Post-training analysis/results (possible survey).	Jul-Sep 2020				
FY21	1		3	4	5	6	Diversity, Equity & Inclusion - Recruitment and Retention	Conduct an analysis/review of recruitment, employment and onboarding practices utilizing a third party consultant. Survey applicants who have gone through the search process to collect information on their experience. Analysis of effectiveness with metrics.	Increased pool of diverse candidates for positions, notably faculty. Increase in the percentage of diverse candidates hired from the previous fiscal year. Reduction in the number of days to staff seasonal and part time positions from the prior fiscal year. The HR Metrics report completed 2 times each fiscal year by Employment team.				Apr-Jun 2021	
<b>FY20 - FY23 Goals</b> 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college's guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives				Status			
FY20					5		Training Needs Assessment	Results from the training needs assessment will provide a road map for the build out of a professional development/training program for JJC faculty and staff.	Assessment completed; written report delivered; action plan established.		Ongoing			
FY20					5		Succession Planning	Develop a succession planning process for critical/key roles.	The succession plan is a written document, adopted by leadership, with appropriate training and communication, measures and follow-up.		Ongoing			
FY19			3	4	5		Business partnership and alignment	Consult with Division and Department leadership regarding their service objectives and workforce planning. Provide HR related coaching/support towards the execution/implementation of required organizational objectives/goals.	HR will utilize tools such as change management plans, communication best practices and department feedback on efforts in these areas.		Ongoing			
FY19		2			5		Talent Management / Talent Development	Conduct comprehensive college-wide needs assessment for prof. development/training. Continue targeted training (eg: ADA/FMLA, Leadership & Mgmt Essentials, etc.) Continue efforts to educate and promote a diverse & inclusive environment, particularly in our hiring and retention practices.	Secure consultant/partner for needs assessment by September 1, 2018; conduct analysis by January 31, 2019. Develop action/implementation plan by June 30, 2019.		Ongoing			

## Human Resources Initiatives

FY	Goals					Prior Year Initiatives			Status
FY18		2				Operational excellence	Develop enhanced reporting and metrics capabilities; ensure compliance with regulatory standards and best practices; review, develop and update policies as needed	Development of a "shared services" model for HR service delivery; establishment of a sound compensation philosophy, policy, and compensation structure	Apr-Jun 2018 compensation philosophy, policy and comp structure completed; "shared services" ongoing
FY18			3	4	5	Business partnership and alignment	Establish value-added contributions towards student success and major student development initiatives such as Title III and Title V; influence and create awareness for change management understanding and processes	Alignment of HR plans with the institution's strategic plan and business plans of key stakeholders; increased programming and initiatives regarding diversity and inclusion	Ongoing
FY18		2			5	Talent Management / Talent Development	Streamline search processes for p.t. employees; build diverse recruitment pools and community partnerships; create opportunities to proactively staff positions through workforce planning; explore competency-based performance management and training	Metrics to track and search staffing success; expansion of training in safety, supervisory development and leadership; creation of a succession planning process; build-out Halogen Talent Development module	Ongoing
<b>FY20 goals under development. For planning purposes, FY17-19 goals were used.</b>  <b>FY17-FY19 Goals:</b> <ol style="list-style-type: none"> <li>1. Provide education pathways that promote completion.</li> <li>2. Improve data accessibility and integrity.</li> <li>3. Collaborate with employers and the community.</li> <li>4. Improve community awareness and strategic marketing.</li> <li>5. Improve internal communications.</li> </ol>									



# INFORMATION TECHNOLOGY



## *Information Technology*

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Led by the Chief Information Officer, who is also a member of the President's Cabinet. This division includes five departments:

- Information Security
- Technology Support Services
- Enterprise Applications
- Project Management and Enterprise Architecture
- Media Services

### **Information Technology Major Responsibilities:**

- Enterprise Applications – led by a director, this department has primary responsibility for managing and maintaining the Student Information System (SIS), Ellucian Colleague, and administrative applications. The college has been using the Ellucian Colleague software since 1989, but has begun its transition to Workday and will go live with HCM and Finance in March 2021. The department is also responsible for the college's web and mobile assets; public website (<http://jjc.edu/>), myJJC portal, and JJC mobile. In addition, this department is responsible for developing and maintaining mobile applications which serve students and the college community at-large.
- Information Security – led by a senior director of information security, this office leads and manages all matters of technology and information security including risk and identity management, data and network security, firewall administration, disaster and business recovery planning, web filtering, backup and recovery, mobile device management, and college-wide threat prevention services. This department also provides leadership in the awareness, development, maintenance, monitoring, and support of the information security policies and procedures of the college. This office routinely assists HR and campus police in the application of information security policies and procedures.
- Project Management and Enterprise Architecture – led by a director, this department manages and maintains all of the voice, video, data, wireless, and cloud-based network infrastructure, application and utility servers, and databases. This department is responsible for maintaining the college's data center operations which include all storage and backup systems. In addition, this group is responsible for the college's voice and emergency communication systems and physical wiring plant across all locations. In addition, this office is responsible for IT governance, program and project management, project budgeting, methodology, and communications. This office is also responsible for identifying and coordinating business process improvement initiatives and activities. This office works across the organization to determine and recommend priorities, scope project efforts, develop and facilitate plans and budgets, manage project tasks and activities, and deliver successful outcomes. In addition, the project management office coordinates and manages all technology acquisition and deployments in support of the college's capital improvement projects.

- Media Services – led by the manager of media services, this department provides college-wide multi-media services and support including audio-visual (AV), classroom technology, graphic design, and print-based media, signage, and special projects. This department also provides all video recording services to the college community and for the college's Board meetings and special events, as well as maintaining a comprehensive digital signage infrastructure and the associated content. This department is responsible for designing, deploying and maintaining all classroom audio-visual technology across all campus locations. The Media Services department is also responsible for the support and maintenance of college-wide digital signage as well as the development of appropriate content for digital signs. The college's augmented and virtual reality (AR/VR) technology is also developed, supported, and maintained by Media Services.
- Technology Support Services (TSS) – led by a director of technology support services, this department is primarily responsible for the college's Helpdesk services to students, faculty, and staff. The college Helpdesk provides technology support services to the Main Campus and all extended facilities and education centers. In addition, the TSS department helps to facilitate the 24x7x365 student technology support services. TSS is responsible for overseeing technology procurement in line with college's replacement plan.

#### **FY21 Budget Highlights:**

- The college's IT operations budget will increase by approximately \$165,000 as a result of annual maintenance increases and new investments in software to support both the academic and administrative functions of the college. The college will continue its shift towards cloud-based software with annual subscription-based pricing models.
- Based on Division annual program updates (APU) there were an additional \$850,000 in capital investments in technology identified. The majority of these investments are in the area of cyber security or supporting technology infrastructure.
- The modernization of the college's Enterprise Resource Planning (ERP) systems and transition to Workday has begun with a targeted go live for HCM (Human Capital Management) and Finance in March 2021. The college will also begin the Workday Student recruiting and admissions implementation this summer with a targeted go live for the fall 2021 semester.
- The college has planned and budgeted to nearly double its Internet bandwidth as a result of an increased reliance on the Internet for academic purposes as well as the continued migration to cloud-based services and applications. The implementation of Workday, which is a cloud-based solution, will increase the use of the college's Internet connection for mission critical operational activities. City Center and Romeoville campuses are still in need of additional Internet connections and bandwidth for redundancy purposes.
- The college's technology fee is currently \$10/credit hour as a result of two consecutive annual \$2 increases approved by the Board of Trustees. This increase to the technology fee will primarily support the modernization of the college's ERP system and implementation of Workday over the next 2-3 years. Other funding sources may need to be identified and considered to pursue innovative technologies that will enable new, unique, and improved student learning experiences.

- The college will add a full-time Information Security Engineer to its Information Security department in order to meet the demands of the ever-evolving cyber threat landscape and ensure that the college's information assets and user community are protected.
- The migration to cloud-based applications and services will continue with the transition of the college's ERP environment to Workday representing the largest remaining mission critical system to be moved. This transition will continue to positively impact the college's server and data center budget over the next couple of years as the college will no longer need to acquire, replace, and support affected hardware and software.

**FY21 Challenges:**

- The COVID-19 pandemic will put pressure on the college's budget if there are corresponding declines in enrollment which there have been early indications of. Declining enrollment will decrease technology fee revenue which directly supports annual capital investments and the maintenance and replacement of existing college-wide assets in support of students, faculty, and staff.
- Flat enrollment projections (exclusive of COVID-19 impact) have and will continue to put pressure on the college's annual technology replacement plan. Planned technology replacements will continue to increase as a result of the college's master planning and capital improvement efforts in recent years that require significant ongoing maintenance and investments in technology infrastructure.
- The college will continue its significant and strategic shift toward cloud-based services and applications. This shift will continue to present challenges and introduce change and new technologies and services which will put greater focus and demand on the college's information security architecture.
- The college's IT organization and structure will need to continue to change to meet the demands of the institution and the students it serves. Roles in the IT organization will continue to rapidly evolve as the shift to a more cloud-centric model of computing takes shape. The college will need to continue to invest in its people in order to ensure that the needed skills and capabilities are readily available. A large catalyst for this change will be the college's ERP modernization efforts and transition to Workday which will start to go live in FY21.
- Providing access to timely, accurate information in a self-service manner at all levels of the institution continues to be challenging. The college had originally identified this as a goal in its 2016-2019 strategic plan and it continues to be reflected throughout the college's new 2020-2023 strategic plan. The college's transition to Workday will help support the achievement of this goal and will be critical in an increasingly competitive higher education environment.

**FY21 Goals and Initiatives:**

- The college has begun its transition to Workday and will go live with HCM and Finance in March 2021. This will allow us to discontinue the use of these same modules in Ellucian Colleague with a planned maintenance termination beginning with FY22.
- The college will also begin the implementation of Workday student recruiting and admissions later this summer with a targeted go live for the fall 2021 semester. The balance

of the Workday core student functionality will be planned with project timelines established prior to the end of FY21.

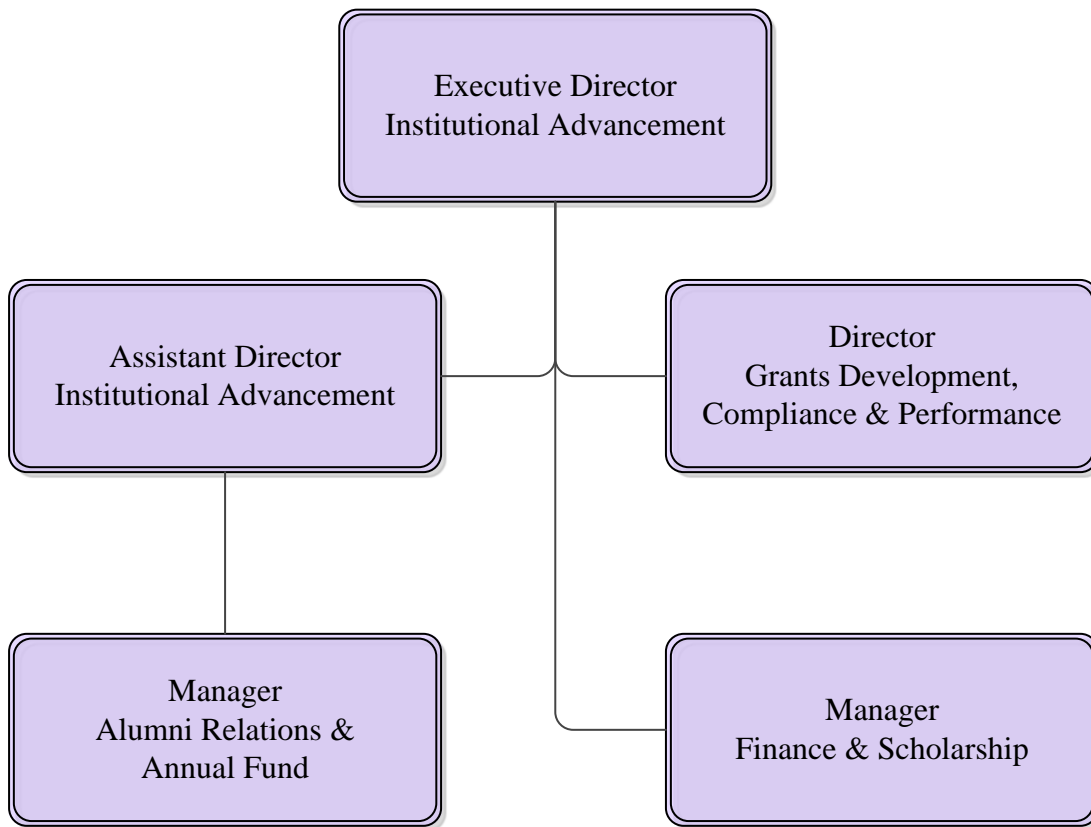
- The college will implement multi-factor authentication for its staff and faculty in the first half of FY21 which will greatly improve our information security posture and further minimize the risk of cyber threats and attacks to our information assets and user community.
- As the college continues to migrate more of its mission critical applications and services to the cloud the need to manage and optimize that environment increases. The college will implement a solution that allows us to proactively manage and optimize our cloud-based services and help to provide cost certainty for those services.
- The college will go live with its pathway's enhancements to the web site (JJC.EDU) early in FY21. Title III grant funding helped support the needed web site development which will provide a more intuitive and rich web site experience for current and prospective students. Each of the college's 9 pathways will have a dedicated landing page with pertinent curriculum and career prospects and information.

## Information Technology Initiatives

FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21				3	4	5	Workday HCM & Finance	Go live with HCM & Finance modules within Workday.	Decommission associated Ellucian Colleague Modules. Eliminate associated Colleague maintenance costs for FY22. Automate manual business processes.			Jan-Mar 2021		
FY21		1	2	3		6	Workday Student Recruiting & Admissions	Begin the implementation of Workday Student recruiting and admissions and go live for the fall 2021 semester.	Increase the college's ability to identify, recruit, admit, and track 100% of its prospects across all populations.				Apr-Jun 2021	
FY21				3	4		Implement Multi-factor authentication.	Improve information security posture and protection of college information assets.	Multi-factor authentication is implemented for 100% of college's faculty and staff.		Oct-Dec 2020			
FY21				3			Implement Turbonomic cloud optimization software.	Optimization of cloud-based services and proactively manage performance and costs.	Turbonomic software and service is implemented with 100% visibility into college's cloud-based services in Azure.		Oct-Dec 2020			
FY21		1	2		4		Pathways enhancements to college's web site (JJC.EDU)	The college's web site is enhanced to include the nine academic pathways and associated content.	Improve students' ability to find the pathway that suits their interest, associated content, and relevant career information and prospects.	Jul-Sep 2020				
<b>FY20 - FY23 Goals</b> 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college's guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives			Status				
FY20		1	2		4		ERP Modernization	Start implementation. 'Go Live' with 1 module (i.e. Human Resources).	Elimination of annual maintenance for HR system on Colleague system.	HCM (Human Capital Management) and Finance in progress. Started February 2020. Target go-live March 2021.				
FY20 goals under development. For planning purposes, FY17-19 goals were used.														
FY17-FY19 Goals: 1. Provide education pathways that promote completion. 2. Improve data accessibility and integrity. 3. Collaborate with employers and the community. 4. Improve community awareness and strategic marketing. 5. Improve internal communications.														



# INSTITUTIONAL ADVANCEMENT



## ***Institutional Advancement***

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Led by the Executive Director of Institutional Advancement, this division includes the following departments:

- Alumni Relations/Annual Fund
- Grants
- Corporate Giving
- JJC Foundation

### **Institutional Advancement Major Responsibilities:**

The JJC Foundation is the 501c3 arm of the college. All gifts to the college are run through the Foundation. The Foundation provides over 450 annual and endowed scholarships. Several major fundraising events are organized through the Foundation such as the JJC Athletic Golf Outing, 5K Run, and Night of Stars.

### **FY21 Budget Highlights:**

This year, the JJC Foundation is paying out 4% on all endowments. The JJC Foundation High School Merit Scholarships will award \$3,200 per student at each of our 26 feeder high schools in our district.

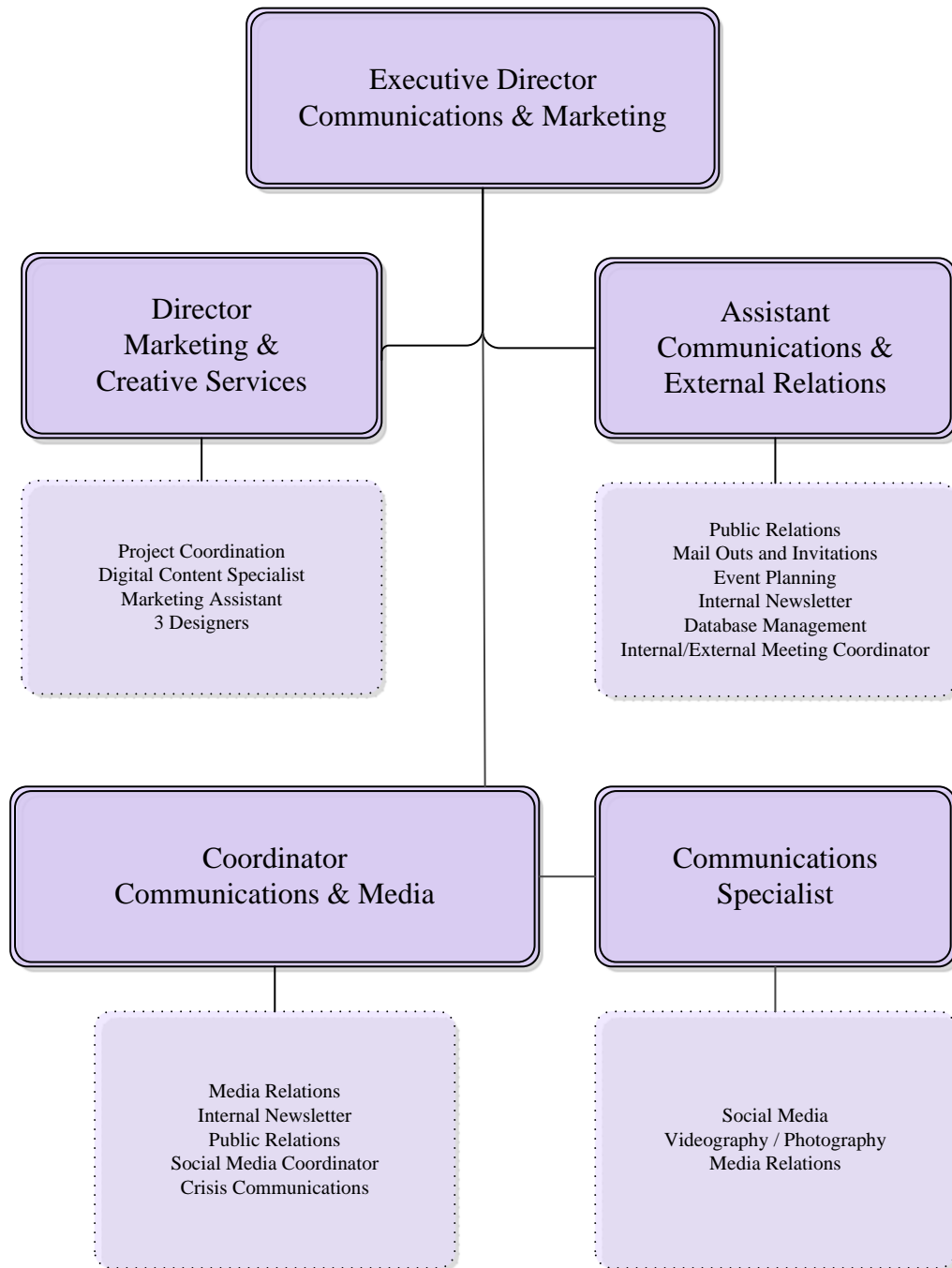
### **FY21 Challenges:**

With cuts in the State of Illinois budget, the Foundation has been challenged to bring in additional corporate support and donor gifts to cover budget shortfalls.

### **FY21 Goals and Initiatives:**

The success of Institutional Advancement is based on the amount of donors that are secured that will financially support the college and the vital relationships we build. Our goal is to continue to tell the story about the excellent education that is available at JJC and seek commitments for financial support.

# COMMUNICATIONS AND MARKETING



## *Communications and Marketing*

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Led by the Executive Director of Communications and Marketing, who is a member of the President's Cabinet. This division includes two departments:

- Communications and External Relations
- Marketing and Creative Services

### **Communications and Marketing Major Responsibilities:**

**Communications and External Relations Office** plans and implements strategies to promote and enhance the college's image on local, regional and national levels and assures a positive image through a tactical traditional media relations and social media agenda, as well as a public relations and legislative relations agenda. In addition, the office also coordinates crisis communications and provides strategic communications support to the college president, as well as other senior leaders as applicable. This team also generates the bi-weekly employee newsletter, creates videos to support outreach and recruitment, and advises college leaders on effective internal communications strategies.

**Marketing and Creative Services Office** is responsible for advancing JJC's brand image and enrollment through marketing efforts and producing key publications. The marketing team focuses on projects that fall under the priorities of enrollment management, strategic planning, branding, and institutional initiatives. In today's competitive marketplace, it is important for an organization to be heard, seen, and remembered in a positive way. In order to deliver messages consistently and effectively, the marketing team develops marketing strategies that strengthen JJC's image and build new and sustained loyalty among our students.

### **FY21 Challenges:**

- COVID-19 challenges to higher education enrollment and on-campus operations. Adjacent states and regions within the state of Illinois with different reopening plans may have an advantage through direct marketing campaigns to JJC students, offering a chance to finish coursework in an on-campus format, especially for CTE. Education in the pandemic era perceived as a value add, not required for success or job attainment.
- No technology platform available to close the loop or complete the enrollment funnel to accurately track the efficacy of prospective student marketing activities and confirm the student enrolled at JJC.

### **FY21 Goals and Initiatives:**

- Complete community scan and branding study to provide data on effectiveness of JJC brand and community perception of the institution in conjunction with the new Strategic Plan
- Increase support of community awareness and engagement activities through the President's Ambassadors Group through virtual opportunities. Continue to build on FY20 success in tracking of activities and hours invested, which will further inform future grassroots outreach strategy.
- Co-lead Website Development Phase 3 which includes expanding web capabilities through website personalization, user experience and translation.

- Launch yearlong Your College. Your Journey and Take Control campaigns to support recruitment messaging for traditional and returning adult students, and undecided students and parents recovering from negative impacts of pandemic.
- Support Guided Pathways web launch through communication, marketing collateral, and website design.

## Communications and Marketing Initiatives

FY	Goals						Project	Department Outcome	Success Criteria	Anticipated Completion				
	1	2	3	4	5	6				Jul-Sep 2020	Oct-Dec 2020	Jan-Mar 2021	Apr-Jun 2021	FY22 or beyond
FY21		2			5	6	Move Prospects into current ERP System (Ellucien Colleague)	Funnel every prospective student lead directly into our current ERP for tracking, follow up and graduation rates.	Will create a baseline of data we have not previously had. This will automate the process of inputting, tracking and measuring leads (prospective students. Cost of lead calculations will measure our lead gen effectiveness. □		Oct-Dec 2020			
FY21		2			5	6	Conduct community scan and branding study	Provide data on effectiveness of JJC brand and community perception of the institution	Will create baseline data in alignment with new strategic plan. Data received would drive future planning in community perception, marketing, and awareness campaigns.				Apr-Jun 2021	
FY21		2			5	6	Web chat expansion	Web chat implemented in Spring 2020, measure efficacy to determine further use	By January 2021, we will have one year of baseline data to assess and make future strategic decisions			Jan-Mar 2021		
FY20 - FY23 Goals 1. Enhance the learning experiences of students to prepare them for educational, career and personal success 2. Provide exceptional and accessible services to students as they explore and pursue their personal, academic, and career goals through the college’s guided academic pathways. 3. Strengthen operational effectiveness 4. Elevate the perception of the college 5. Pursue excellence in equity, engagement and inclusion 6. Improve the coordination of external outreach														
FY	Goals						Prior Year Initiatives			Status				
FY20			3	4			Complete community scan and branding study	Provide data on effectiveness of JJC brand and community perception of the institution	Completion of scan in alignment with new strategic plan. Data received would drive future planning in community perception, marketing, and awareness campaigns.	Postponed				
FY20				4			Support implementation of institutional priorities like Guided Pathways through communication, marketing collateral, and website design	Create support tools and pieces to support this new model of onboarding, completion, and student success at the college.	Completion of multi-tool integration would support the institutional priority of guided pathway implementation. As a new practice at the college, web analytics would be collected post-implementation to track efficacy.	Website content and design completed March 2020; Implementation postponed due to pandemic				
FY19				4			Complete community scan and branding study	Provide data on effectiveness of JJC brand and community perception of the institution	Completion of scan	Postponed				
FY20 goals under development. For planning purposes, FY17-19 goals were used.														
FY17-FY19 Goals: 1. Provide education pathways that promote completion. 2. Improve data accessibility and integrity. 3. Collaborate with employers and the community. 4. Improve community awareness and strategic marketing. 5. Improve internal communications.														



# **BUDGET PROCESS**

## BUDGET PROCESS

For the fiscal year commencing July 1, 2020, budget preparations begin years before. The vice president of administrative services and the controller consult with the President and the Board of Trustees regarding a Three-Year Financial Plan. Simultaneously, the vice president for academic affairs, the vice president for student development, the executive director of human resources, and the chief information officer consult with the deans and department chairs. The goal is to reach consensus on a set of planning assumptions. Beginning in October 2019, the financial plan is updated based on achieved fall enrollment, as well as other changes resulting from the fall budget revision and consultations with the Board of Trustees. Once the financial plan is developed, it is presented first to the President's Cabinet and then to the Board of Trustees. This [Three-Year Financial Plan](#) provides context for short-term (one-year) budgeting decisions.

Because the FY21 budget is constructed using the FY20 budget as a base, the current year's budget must accurately reflect the current expectations of revenues and expenditures. To achieve this, during the course of the current fiscal year, a department chair, with the approval of his/her vice president or dean, the vice president of administrative services, and the controller, can adjust his/her budget through a budget adjustment.

In December, the Vice President of Administrative Services and the Financial Services office coordinate a budget kickoff meeting inviting anyone who is responsible for creating a department's budget. This meeting provides information regarding the necessary forms needed to complete the budget and also the deadline dates for all required information. Target dates regarding the completion of major tasks are shared with attendees that will result in the adoption of the legal budget document.

Once all the budget requests are received, they are organized by department. Budget meetings with vice presidents, deans and department chairs, if requested, are set up with the vice president of administrative services, controller and the budget manager. These meetings give the opportunity for open discussion and requests on reallocations, additional funding, additional positions, and any capital equipment. The requests are then summarized and presented to the President's Leadership Council (PLC) for review and input.

In addition to these budgets, the controller prepares financial portions of state-required reports, the unit cost report, tax levy documents and other budget-related financial and credit-hour documents. The office of the controller compiles this information and inputs the various budgets into one main budget file. Once balanced, it is this file that will become the final budget.

By early April, a draft final budget is delivered to the various departments for one final review. Any technical corrections are made at this time. The final draft budget is then distributed to the Board of Trustees for review.

At least 30 days before the final budget is approved by the Board of Trustees, the vice president of administrative services publishes a tentative budget as required by state law in local newspapers covering the district, noting the preparation of the budget and its availability and setting the time and location of the scheduled board meeting to consider its approval. After those 30 days, the vice president submits the final budget to the Board of Trustees for approval.

### ***Adjustments to the Budget***

It is rare when a budget is constructed with such intuition and foresight that it does not need to be changed. All budgets must be planned to allow for changes in revenue and expenditure levels or shifts in resource requirements between account lines.

Accounting controls depend, in part, upon monitoring spending levels against budget levels. Monies budgeted for one purpose should not be spent for another. Spending in some accounts may stop unnecessarily only because funds are not budgeted sufficiently in those accounts or because extenuating circumstances arise, such as the need to replace a major piece of equipment. Monitoring the status of the funds is easier if budget amounts have been amended to reflect appropriate levels of spending authorization.

Procedurally, the budget, once published, can only be amended through a budget adjustment. The budget adjustment reflects which account(s) to increase or decrease accompanied with the reason for the needed change. Each adjustment must be approved by the department head, department vice president or dean, vice president of administrative services and the controller.

Below illustrates the different tasks and timeline of the budget process.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Start of new fiscal year												
Strategic planning process												
Financial plan development												
Capital improvement planning												
Department planning												
Budget kickoff meeting												
Budget office request review												
President's Cabinet workshops												
PLC receives summary requests												
Draft budget production												
Draft budget distributed												
Board adopts prelim budget												
Public hearing												
Board adopts final budget												

## FY21 Budget Calendar

July thru December	Department Planning (to coordinate with Strategic Plan)
October thru December	Three-year Financial Plan development.
December	Three-year Financial Plan assumptions –President’s Cabinet discussions.
December 6	Kickoff meeting for budget process. Communicate budget process changes. Provide information to access budget development worksheets via web.
December 6 - January 23	Department budget preparation. Vice president/dean/supervisor approval of budget requests.
January 23	Two copies of completed and approved budget requests (line item printouts) due to the budget and risk manager. Budget forms due electronically.
January 29	Board of Trustees input and review of Three-year Financial Plan. Board of Trustees considers tax levy, tuition and course fee recommendation. Board of Trustees inputs and reviews budget information to date.
January 23-February 3	Budget office reviews and summarizes requests.
February 3-14	Budget meetings with individual President’s Cabinet members and budget team to review requests. President’s Cabinet preliminary review of requests.
February 18	Budget office summarizes and prepares requests for presentation to President’s Cabinet.
February 24 – March 20	President’s Cabinet budget workshops for final request review.
March 11	Board of Trustees input and reviews budget information to date including tuition and course fee recommendation.
March 9-13	Spring break.
March 23- April 9; 16-24	Budget production.
April 13-15	President’s Cabinet approves preliminary budgets distributed to departments for technical corrections.
April 29	Board of Trustees reviews draft budget highlights.
May 13	Board of Trustees considers adopting preliminary budget. Legal budget posted for public view. Draft budget document received.
June 17	Board of Trustees holds public hearing of the legal budget. Board of Trustees considers adopting the legal budget.
July 1	Beginning of FY21.

Joliet Junior College Budget Planning Cycle												
July		August	September	October	November	December	January	February	March	April	May	June
Administrative Services	<div>Revisit Previous Budget Process</div>			<div>Three-year Financial Planning Process</div>		<div>Open Forum/ Kickoff Budget Meeting</div>	<div>BOT Workshop: Review of Three-Year Financial Plan</div>	<div>BOT Workshop: Tuition and Course Fees</div>	<div>BOT Meeting: Tuition &amp; Course Fee Action</div>	<div>Budget Production</div>	<div>BOT Meeting: Preliminary Budget Adoption</div>	<div>BOT Meeting: Public Hearing and Adoption of Legal Budget</div>
							<div>Budget Request Approvals</div>			<div>BOT Workshop: Budget Planning Update</div>		<div>Finalize Strategic Matrix for Previous Year Approvals to Include in GFOA Submissions</div>
							<div>Approved Requests Submitted to Budget &amp; Risk Manager</div>	<div>Budget Office Reviews and Summarizes Requests</div>				
							<div>Mid-Year Eval of Previous Year Budget Approvals</div>					
President's Cabinet	<div>Education Plan reviewed by President's Cabinet; President's Approval on or before August 1st</div>		<div>President's Cabinet Identify Strategic Priorities</div>	<div>BOT Retreat</div>			<div>Division Budget Meetings with President's Cabinet and Budget Team</div>		<div>President's Cabinet Budget Workshops</div>	<div>President's Cabinet Approves Preliminary Budget</div>		
Academic Affairs			<div>Variable Tuition &amp; Academic Planning Program Review</div>		<div>Propose New FT Faculty</div>	<div>Review Course Fees</div>						
Student Development						<div>Review Student Fees</div>						
IT					<div>Three-Year Technology Plan</div>	<div>Review Technology Fees</div>						

## **FUND DESCRIPTIONS**

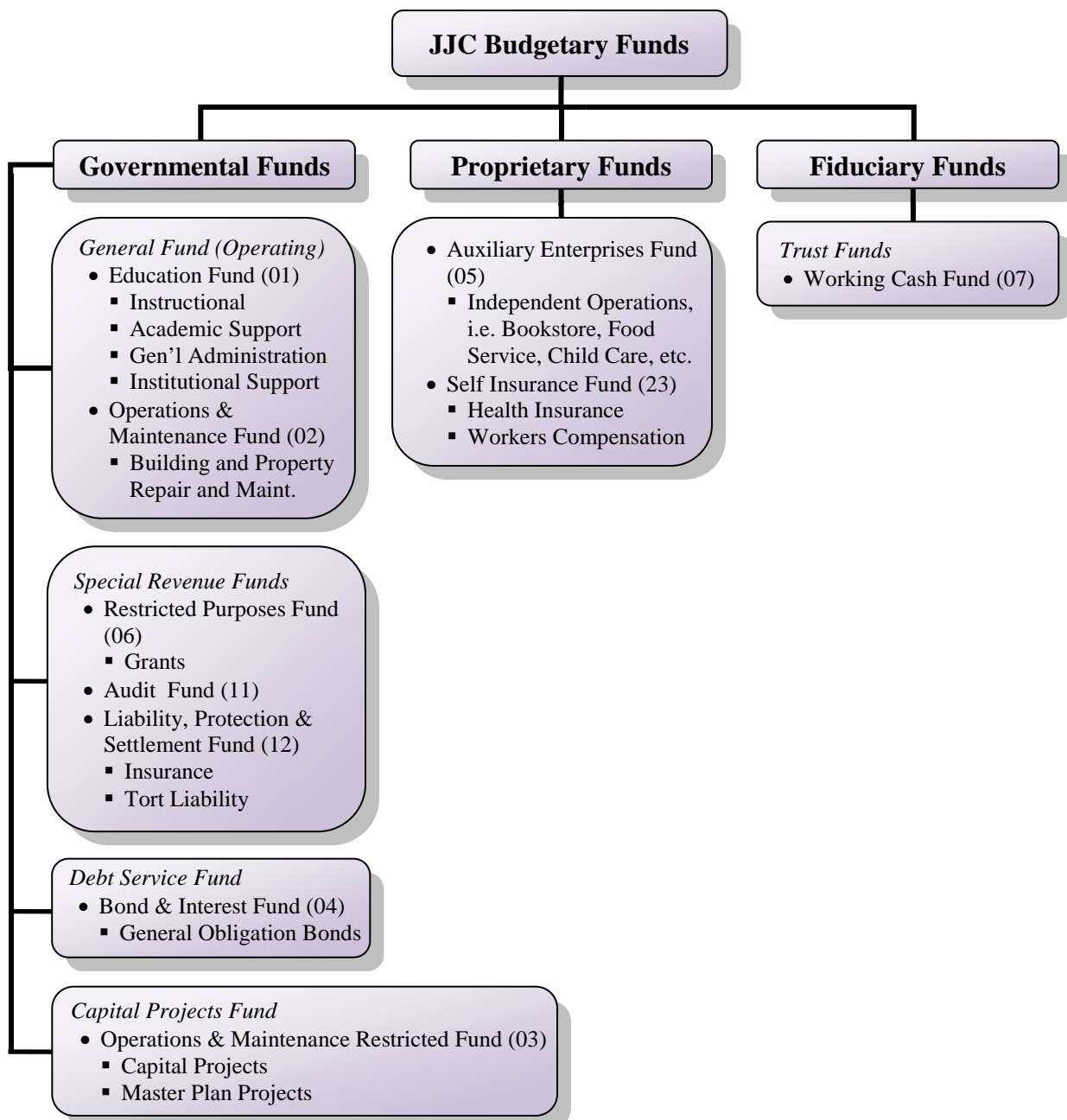


## FUND DESCRIPTIONS

The college uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain college functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. College resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Funds are classified into three types: governmental, proprietary and fiduciary. Each fund type, in turn, is divided into separate categories.



## GOVERNMENTAL FUND TYPES

Most governmental functions are accounted for through governmental funds. The acquisition, use, and balances of the government's expendable financial resources and the related current liabilities—except those accounted for in proprietary funds—are accounted for through governmental funds (general, special revenue, capital projects, debt service, and permanent funds).

### ***General Fund (Operating Funds)***

The General Fund, which consists of the Education Fund and the Operations and Maintenance Fund, are the general operating funds of the college. These are used to account for all financial resources except those required to be accounted for in another fund.

- ***Education Fund (01)***

The Education Fund is established by Section 3-1 of the *Illinois Public Community College Act*. The statutory maximum tax rate for the Education Fund is 75 cents per \$100 of equalized assessed valuation for community college districts in cities with less than 500,000 inhabitants. The current, voter-approved maximum is 12.5 cents per \$100.

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college. (See Sections 3-20.3 and 7-18 of the *Illinois Public Community College Act*.)

- ***Operations and Maintenance Fund (02)***

The Operations and Maintenance Fund is established by Section 3-1 and Section 3-20.3 of the *Illinois Public Community College Act*. The statutory maximum tax rate is set at 10 cents per \$100 of equalized assessed valuation for community college districts in cities with less than 500,000 inhabitants. The current voter approved maximum is 7.5 cents per \$100.

This fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures; rental of buildings and property for community college purposes; and payment of all premiums for insurance upon buildings and building fixtures. If approved by resolution of the local board, the payment of salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings are allowed. (See Sections 3-20.3 and 7-18 of the *Illinois Public Community College Act*.)

## ***Special Revenue Funds***

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specific purposes. The Special Revenue Funds include the Restricted Purposes Fund, Audit Fund, and the Liability, Protection and Settlement Fund.

- ***Restricted Purposes Fund (06)***

The Restricted Purposes Fund is for the purpose of accounting for monies that have restrictions regarding their use. Each specific project should be accounted for separately using a complete group of self-balancing accounts within the Restricted Purposes Fund. Care should be taken in establishing each group of self-balancing accounts so that the accounting and reporting requirements of the grantor are met. If the grantor provides an accounting manual, it should be followed for the group of self-balancing accounts. Additionally, this fund is used to account for other state, federal, or other funds which are restricted for a specific purpose.

- ***Audit Fund (11)***

The Audit Fund is established by 50 ILCS 310/9 of Illinois Compiled Statutes for recording the payment of auditing expenses. The audit tax levy should be recorded in this fund, and monies in this fund should be used only for the payment of auditing expenses.

- ***Liability, Protection and Settlement Fund (12)***

This fund is established pursuant to 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of the Illinois Compiled Statutes. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund, including interest earned on the assets of this fund, should be used only for the purposes authorized under 745 ILCS 10/9-107, for example, the payment of tort liability, unemployment, or worker's compensation insurance or claims, or 40 ILCS 5/21-110.1, i.e., the cost of participation in the federal Medicare/Social Security programs.

## ***Debt Service Fund***

The Debt Service Fund is used to account for the accumulation of resources for and the payment of general, long-term debt principal, interest, and related costs. The Debt Service Fund of the college is the Bond and Interest Fund.

- ***Bond and Interest Fund (04)***

The Bond and Interest Fund is established by Section 3A-1 of the *Illinois Public Community College Act*. This fund is used to account for payment of principal, interest, and related charges on any outstanding bonds.

Debt service for each bond issue must be accounted for separately using a group of self-balancing accounts within the fund.

## ***Capital Projects Fund***

The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary or trust funds). The Capital Projects Fund of the college is the Operations and Maintenance Restricted Fund.

- ***Operations and Maintenance Restricted Fund (03)***

This fund is used to account for monies restricted for building purposes and site acquisition.

## ***PROPRIETARY FUND TYPES***

Proprietary fund types account for the college's ongoing activities, which are similar to those often found in the private sector, where the determination of net income is necessary or useful to sound financial administration, or where services from such activities can be provided to outside parties (enterprise funds or to other departments or agencies primarily within the college's internal service funds). The Proprietary Funds include the Auxiliary Enterprise Funds and the Internal Service Funds (Self Insurance Fund).

- ***Auxiliary Enterprises Fund (05)***

The Auxiliary Enterprises Fund is established by Section 3-31.1 of the *Illinois Public Community College Act* and accounts for college services where a fee is charged to students/staff and the activity is intended to be self-supporting. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include food services, bookstore, and intercollegiate athletics.

- ***Self-Insurance Fund (23)***

The Self Insurance Fund accounts for the financing of goods or services provided by one department or agency to other departments or agencies of the college or to other governments on a cost reimbursement basis. The use of this fund is appropriate only for activities in which the school district is the predominant participant in the activity.

## ***FIDUCIARY FUND TYPES***

Fiduciary funds are used to account for assets held by a government in a trustee capacity or as an agent for individuals, private organizations, or other governmental units. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

## ***Trust Funds***

Trust Funds are used to account for assets held by the college in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. The Nonexpendable Trust Fund of the college is the Working Cash Fund. The Working

Cash Fund is used to account for financial resources held by the college to be used for temporary transfer to the operating funds. Bonds may be issued by resolution of the Board of Trustees to establish or increase the fund.

- ***Working Cash Fund (07)***

The Working Cash Fund is established by Chapter 110, Act 805, Section 3-33.1 of the *Illinois Public Community College Act*. This fund was first established without voter approval by resolution of the local board of trustees for the purpose of enabling the district to have on hand at all times sufficient cash to meet the demands for ordinary and necessary expenditures.

This fund is used to account for the proceeds of working cash bonds. By making temporary transfers, the Working Cash Fund is used as a source of working capital by other funds. Such temporary transfers assist operating funds in meeting the demands for ordinary and necessary expenditures during periods of temporary low cash balances.

Funds raised by the sale of Working Cash bonds must be maintained in a separate fund, and they are not to be appropriated in the annual budget. The Board of Trustees may transfer from the Working Cash Fund in anticipation of the receipt of federal, state or local funds but the debt to the Working Cash Fund must be satisfied.

Transfers from the Working Cash Fund to the Education or Operations and Maintenance Funds may be made only by board resolution. This section also specifies the terms of such a resolution. The Board of Trustees may also issue a resolution to abolish the Working Cash Fund and direct the treasurer to complete the transfer. If it is abolished, a district may not establish another Working Cash Fund without voter approval. Interest earned by the fund may be transferred to the Education or Operations and Maintenance Funds by board resolution.

# **REVENUE SUMMARY**



## REVENUE SUMMARY

### COVID-19 Considerations

At the time of this writing, the State of Illinois is under the Governor's stay-at-home executive order. All Joliet Junior College campuses are closed, and all spring and summer 2020 classes have been converted to an online format. All fall 2020 classes will also be held online. It is unclear when the campuses will reopen to faculty, staff and students.

Revenue assumptions in the FY21 budget are also very uncertain. There is reason for optimism for enrollment as many university-bound students are reconsidering their plans in light of the COVID-19 pandemic. At the same time, there is cause for concern due to ongoing state-mandated restrictions, the public's reservations about gathering in groups, and the possibility of a "second wave" of the pandemic in the fall of 2020.

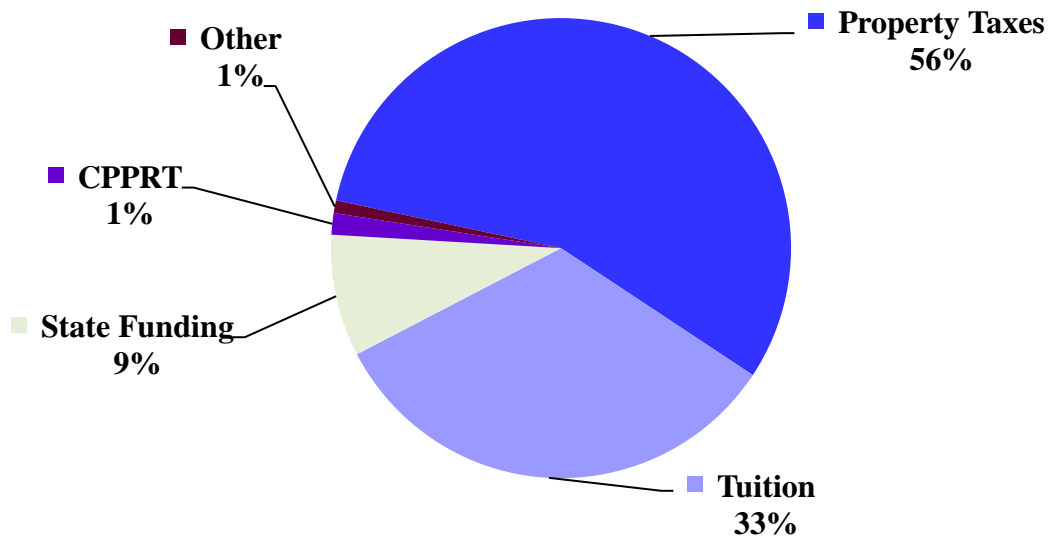
Funding from the State of Illinois is also a concern. In the past two years, State funding has stabilized. Before the COVID-19 pandemic, the college was confident with a "flat funding" assumption for FY21. However, due to the pandemic, State financial resources will likely be diverted to support the residents of Illinois during this difficult time. Also, with unexpectedly high unemployment nationwide, the State's revenue outlook is not bright. This could lead to a drop in State funding to the entire community college system in Illinois.

The revenue assumptions in this budget were developed before the pandemic. Although there is a great deal of uncertainty regarding the college's revenue outlook, it is too early to confidently revise any of these assumptions. To ensure ongoing financial viability for the institution, college leadership and the JJC Board of Trustees are diligently preparing contingency plans if enrollment drops significantly or if State funding falls precipitously.

The summary and detail budget information is included by fund in subsequent pages. The following describes the overall revenue assumptions used in preparing the budget, along FY21 with additions and initiatives planned for FY21.

Three major sources of operating revenue are available to the college: tuition, state funding and property taxes. These three sources make up 98% of the operating revenues. The remaining sources include interest, facilities rental and federal sources. Operating revenues (Education and Operations & Maintenance Funds) including transfers are projected at \$99,530,520 compared to the prior year of \$97,979,469 or a 1.58% increase. This increase is due to state revenue and property taxes.

## Operating Fund Revenues FY21



### Property Taxes

Property taxes are levied each year on the basis of the equalized assessed property values in the district as of January 1 of that year. Assessed values are established by each of the respective counties. Property taxes are billed and collected by the various counties included within the district's boundaries. These taxes are assessed in December and become an enforceable lien on the property as of the preceding January 1. A reduction for collection losses, based on historical collection experience, has been provided to reduce the taxes receivable to the estimated amount to be collected.

The overall property tax rate of the college is affected by the Property Tax Extension Limitation Law (PTELL) imposed by Illinois Public Act 87-17. This law was effective for the 1991 tax levy year and limits the annual growth in the property-tax extensions to either 5% or the percentage increase of the consumer price index (CPI), whichever is less. PTELL allows a taxing district to receive a limited inflationary increase in tax extensions on existing property, plus an additional amount for new construction and voter-approved rate increases. New property valuation is estimated to be \$250 million. The limitation slows the growth of property tax revenues to taxing districts when property values and assessments are increasing faster than the rate of inflation.

Property taxes are recognized as revenue on the accrual basis of accounting. The property tax levy to be passed in December 2020 is recognized as a receivable and revenue for the year ending June 30, 2021.

The tax rate for the 2019 levy is \$0.2924 per \$100 of assessed valuation. The assessed value will be 33.33% of the property's market value. A home with a market value of \$187,700 will pay \$182.94 in taxes to the college for 2019 taxes, which are collected in 2020. For the 2020 levy, taxes are anticipated to increase by 3.3%, which is comprised of a 3.5% increase for the college's operating funds coupled with a 1.9% increase in the debt service levy for FY21 (2020 tax levy). The increase is an estimate based upon the

tax cap, which includes an increase of 2.3% in the consumer price index (CPI) for 2019 and 1.2% for increases in new construction. For the 2019 levy, the total increase in the college's levy was 3.6%, which was in line with what was budgeted. The operating levy extension was a 3.4% increase and the debt service extension was a 5.0% increase. The projected budget for FY21 property taxes, by fund, is as follows:

	<b>2019</b>	<b>2020</b>	<b>2019</b>	<b>2020</b>
	<b>Actual</b>	<b>Projected</b>	<b>Net Collection</b>	<b>Net Collection</b>
	<b>2019-2020</b>	<b>2020-2021</b>	<b>2019-2020</b>	<b>(Budget) 2020-2021</b>
Education Fund	\$ 34,975,000	\$ 36,456,000	\$ 34,538,000	\$ 36,000,000
O & M	19,150,000	19,494,000	18,911,000	19,250,000
O & M Restricted	1,040,000	1,053,000	1,027,000	1,040,000
Audit	77,000	81,000	76,000	79,500
Liability, Protection & Settlement	565,000	663,000	558,000	655,000
Debt Service	7,487,460	7,627,000	7,394,000	7,531,750
<b>TOTAL</b>	<b>\$ 63,294,460</b>	<b>\$ 65,374,000</b>	<b>\$ 62,504,000</b>	<b>\$ 64,556,250</b>

Percentage change	<u>3.3%</u>	<u>3.3%</u>
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### Tuition and Fees

The budget detail and schedules reflect no tuition increases and remain at \$148. All courses in the culinary arts, automotive service, welding and metal fabrication and electrical/electronic automated systems have a differential tuition rate of 150% (1.5 x the base tuition rate). The student fee and technology fee are unchanged at \$4 and \$10 per credit hour respectively. The capital assessment fee, which provides funding for the college's master plan, also remained unchanged at \$21 per credit hour.

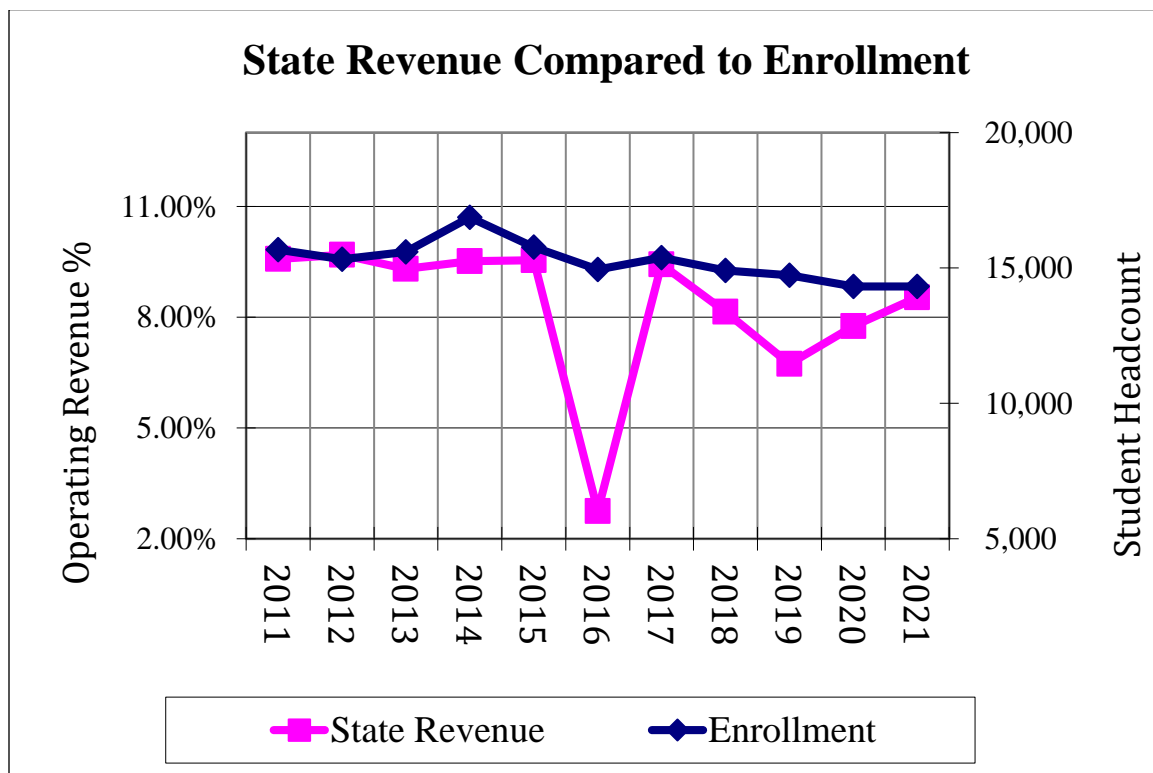
	<b>Actual</b>	<b>Actual</b>	<b>Dollar</b>	<b>Percentage</b>
	<b>Fall 19</b>	<b>Fall 20</b>	<b>Change</b>	<b>Change</b>
Tuition	\$ 113.00	\$ 113.00	\$ -	0.0%
Student Activity Fee	4.00	4.00	-	0.0%
Technology Fee	10.00	10.00	-	0.0%
Capital Assessment Fee	21.00	21.00	-	0.0%
<b>TOTAL</b>	<b>\$ 148.00</b>	<b>\$ 148.00</b>	<b>\$ -</b>	<b>0.0%</b>

Over the last ten years, credit hours as of 10<sup>th</sup> day have decreased by 18.18%. For FY20, the college experienced a decrease in credit hour enrollment of 1.57% for the fall 2019

and a 1.45% decrease for the spring 2020. No enrollment growth from actual FY20 hours has been factored into the FY21 budget. Budgeted tuition and fees in the Education Fund is \$32,823,000.

**State Sources.** State funding is based on credit hours earned during the two years prior to the current year, multiplied by the current year reimbursement rate. The state categorizes credit hours into one of six classifications: Baccalaureate, Business Occupational, Technical Occupational, Health Occupational, Remedial/Development, and Adult Basic Education/Adult Secondary Education. Credit hours generated in 2018-2019 at mid-term for each semester in total were 252,981. Of these hours, 242,180 will be reimbursable from the state of Illinois in FY21.

State apportionment funding for enrollment reimbursement is estimated at \$7,900,000 for FY21, unchanged from the actual funding level in FY20, but represents an increase of \$900,000 from the budgeted funding in FY20. The college had been conservative in building the budget for FY21 due to the State's fiscal issues. The number of credit hours used in the states funding formula has decreased for FY21 due to the enrollment trends for all community colleges in FY19 and by assuming funding based on the FY20 level, the college believes it is still estimating conservatively. Since 2000, the state's share of the college's operating budget has decreased from 18.7% to a projected 8.54% in FY21. The college will continue to monitor the status of state funding and make the appropriate adjustments to expenditures to ensure financial stability. Possible adjustments include changes in class sizes, program offerings and staffing levels.



In addition, the college is projected to receive from the state \$600,000 for career and technical education, which is based on credit hours two years prior to the budget year in

the area of business and occupational programs. This grant encourages instructional spending for career programs, but does not impose spending restrictions.

### **Corporate Personal Property Replacement Tax**

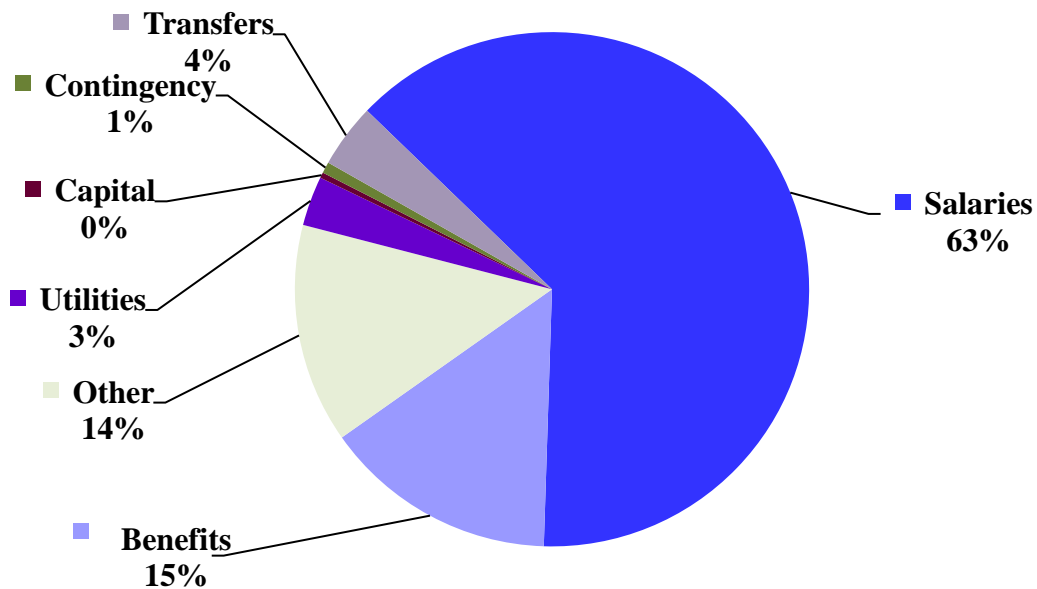
For FY21 the Corporate Personal Property Replacement Tax (CPPRT) is \$1,500,000, a \$200,000 decrease, which represents the projected amount of CPPRT.

# **EXPENDITURE SUMMARY**

## EXPENDITURE SUMMARY

For the operating funds (Education and Operation and Maintenance) of the college, the largest expenditure is personnel costs. Currently, this represents 78% (salary and benefits) of total operating expenses.

### Operating Fund Expenditures FY21



Expenditure assumptions are based on the following:

- 1) Departments based their non-personnel budgets (contractual, materials/supplies) at 100% of last year's budgets.
- 2) Salary budgets were based on contractual agreements for all union employees.
- 3) No increase was projected for health and workers' compensation insurance.
- 4) Title III requirements.
- 5) The contingency for the Education Fund is \$500,000. The contingency for the Operations and Maintenance Fund is \$200,000.



## Personnel

Financial resources were allocated to those areas demonstrating the greatest need, based on a growing and ever-changing community college environment.

New FY21 personnel costs, including benefits, are shown below.

<b>Proposed Title</b>	<b>Salary</b>	<b>Fringes</b>	<b>Position(s)</b>	
			<b>Elimination</b>	<b>Total</b>
Academic Affairs Grant Program Manager	76,000	28,200	-	104,200
Case Management Coordinator *	28,000	28,200	-	56,200
Executive Director of Diversity, Equity, Inclusion, and Compliance	110,000	28,200	-	138,200
Financial Aid Advisor	41,850	28,200	-	70,050
Information Assurance & Security Engineer	82,800	28,200	-	111,000
Nursing Simulation Clerk 9 mos to 12 mos	42,000	28,200	(70,200)	-
Nursing Clerk PT	13,680	-	(13,680)	-
Student Wellness Advocate	63,000	28,200	-	91,200
<hr/>				
	457,330	197,400	(83,880)	570,850

\* Previously part time position, now funded as full-time.

In addition, two faculty positions that is currently vacant will be budgeted as reserve hires until program requirements are met.

As the faculty and staff table shows, Joliet Junior College employs approximately 1,400 full- and part-time employees. Part-time faculty represent 75% of total faculty and teach 44% of credit courses. Eighty-eight percent of full-time faculty and 63% of full-time administrators held a master's degree or higher during the last fiscal reporting period. Fourteen percent of full-time faculty and 20% of full-time administrators come from minority populations.

### *Faculty and Staff at JJC*

<b>Category</b>	<b>Number</b>		
	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Full-time Faculty	221	214	214
Part-time Faculty	457	457	457
Full-time Administrators	35	36	36
Part-time Administrators	0	0	0
Full-time Professional	61	67	72
Part-time Professional	12	13	12
Full-time Support Staff	140	151	153
Part-time Support Staff	173	165	150
Full-time Clerical Staff	76	75	72
Part-time Clerical Staff	83	84	74
Full-time Plant*	89	91	91
Part-time Plant*	62	46	43
<b>Total</b>	<b>1,409</b>	<b>1,399</b>	<b>1,374</b>

\*Plant includes Food Service, Police, and Operations and Maintenance

There are seven bargaining units at Joliet Junior College:

1. Full-time Faculty, represented by the American Federation of Teachers (AFT) Local 604. Contract remains in full force and effect through one week prior to Fall Semester 2023.
2. Clerical, represented by AFT Local 604. Contract remains in full force and effect through June 30, 2020. Currently in negotiations with Support and Technical Council to consolidate into one bargaining unit, Technical, Office, Support Staff Council.
3. Food Service, represented by the National Conference of Firemen and Oilers, Local #7, affiliated with the Service Employees International Union (SEIU). Contract remains in full force and effect through June 29, 2023.
4. Campus Police, represented by the Illinois Fraternal Order of Police Labor Council. Contract remains in full force and effect through June 30, 2023.
5. Facility Services/Receiving Employees, represented by the National Conference of Firemen and Oilers, Local #7, affiliated with the Service Employees International Union (SEIU). Contract remains in full force and effect through June 30, 2023.
6. Adjunct Faculty, Joliet United Adjuncts Coalition (JUAC), represented by the Illinois Education Association/National Education Association (IEA-NEA). Contract remains in full force through August 14, 2020.
7. Support and Technical Council, represented by AFT Local 604. Contract remains in full force and effect through June 30, 2020. Currently in negotiations with Clerical Council to consolidate into one bargaining unit, Technical, Office, Support Staff Council.

## Benefits

Based on medical cost trending for the college, total benefit costs are budgeted with no increase from the previous year to cover health insurance and workers' compensation costs. The college is self-insured for both health insurance and workers' compensation claims and accounts for claim payments in its Self-Insurance Fund. Each department of the college with a covered employee is charged a premium based on expected claim experience. This premium is then deposited into the Self-Insurance Fund and used to pay actual claim costs as they are incurred. Currently, this fund has a projected reserve of nine months of projected claims. Employee contributions represent 3.8% of the budgeted health insurance costs for FY20.

## Capital Outlay

The replacement of aging physical plant equipment was included in the budget. The following explains in detail the capital items included in the budget.

	<u>Amount</u>	<u>Strategic/Department Goal</u>
<b>Capital Outlay</b>		The Facility Service goal is to provide and maintain a physical environment that promotes the pursuit of academic excellence in teaching and research while continually improving the quality of our services to meet the public need.
Facilities		
Furniture Replacements	\$ 100,000	
Room Remodeling/Upgrades	200,000	
Roads and Ground Equipment	<u>48,000</u>	
Total Capital Outlay	<u>\$ 348,000</u>	

## Deferred Maintenance/Capital Renewal

Funding for repair and the upkeep of the college's aging buildings have been restricted due to property tax caps as well as no O & M property tax rate increase since 1977. These funding restrictions caused a serious backlog of deferred maintenance. Prior strategic plans recognized this tremendous need and established the maintaining of current facilities as a quality improvement area. In 2003, the Board of Trustees initiated a comprehensive plan to address deferred maintenance issues. The plan included the issuance of \$9.7 million in debt certificates to reduce the backlog of deferred maintenance and the establishment of a capital assessment fee of \$2 beginning in fall 2003 with increases to \$3 in FY05 and to \$4 in FY06. This fee is projected to repay the \$9.7 million in debt certificates and generate annual funds to support ongoing maintenance issues. In FY05, an additional \$1 was added to the capital assessment fee to cover the cost of building a new parking lot.

A new master plan was unveiled in FY08 that was based on a detailed analysis of existing space, growth and needs. In November 2008, \$70 million in alternate revenue bonds were issued to support the master plan. To fund the debt service on this issuance, the capital assessment fee was increased an additional \$9 to a total of \$14 per credit hour for FY09. For FY10, the capital assessment fee was increased from \$14 to \$16, and in FY11, it was increased to \$17 per credit hour, which was the final planned increase, to provide further funding for the college's master plan.

In 2013, an update to the college's master plan was approved and \$45 million in alternate revenue bonds that were issued to build an event center building and an expansion of the Romeoville Campus. Both facilities opened in the summer of 2017. To fund the debt service on this issuance, the capital assessment fee was increased an additional \$4 to a total of \$21 per credit hour for FY14.

In 2018, the college updated its master plan. Unlike the previous two master plans, this plan does not consider large-scale new construction projects. Instead, the master plan focuses on recapturing existing spaces that have been vacated during the last nine years of construction. Any construction costs arising from this master plan will be funded with existing reserves or future operating fund surpluses.

The following capital projects are scheduled for completion by 2023: renovation of the college's police station, renovation of unutilized space at the main campus to house a respiratory therapy program, completion of site work at the college's City Center campus, and construction of a bridge to connect two remote wings of the main campus. These projects will be funded by existing reserves in the Operations & Maintenance Restricted Fund.

### ***Summary***

Joliet Junior College's FY21 budget as presented is a balanced operational budget that includes:

- Addressing the potential impact of the state's fiscal crisis on the college's budget
- Reallocation of existing resources to fund new requests
- Realistic projections in property tax revenues
- No tuition increase
- No enrollment growth
- Emphasis on student success
- Responsible reserves
- Implement action plans from the strategic plan

The FY21 budget includes recommendations from the Strategic Planning process and related college initiatives and has been prepared in concert with the [Three-Year Financial Plan](#) presented in January 2020.

**FINANCIAL SUMMARY  
and  
TABLES**

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
Year Ended June 30, 2021

	General		Special Revenue			Debt Service	Capital Projects	Proprietary		Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Self Insurance	Working Cash	Total
<b>REVENUES</b>											
Local government	\$ 36,215,000	\$ 19,350,000	\$ -	\$ 79,500	\$ 660,000	\$ 7,531,750	\$ 1,040,000	\$ -	\$ -	\$ -	\$ 64,876,250
Corporate personal property replacement taxes	1,500,000	-	-	-	-	-	-	-	-	-	1,500,000
Tuition and fees	32,823,000	-	-	-	-	-	4,914,000	7,527,918	-	-	45,264,918
Sales and service fees	-	85,000	-	-	-	-	-	8,608,458	14,350,000	-	23,043,458
State sources	8,500,000	-	21,451,944	-	-	-	19,800,000	-	-	-	49,751,944
Federal sources	60,000	-	29,828,659	-	-	-	-	-	-	-	29,888,659
Investment income	400,000	-	-	-	-	-	-	-	15,000	75,000	490,000
Miscellaneous	424,400	-	216,090	-	-	-	175,000	124,800	600,000	-	1,540,290
Total Revenues	<u>79,922,400</u>	<u>19,435,000</u>	<u>51,496,693</u>	<u>79,500</u>	<u>660,000</u>	<u>7,531,750</u>	<u>25,929,000</u>	<u>16,261,176</u>	<u>14,965,000</u>	<u>75,000</u>	<u>216,355,519</u>
<b>EXPENDITURES</b>											
Current:											
Instruction	46,165,248	-	2,767,096	-	-	-	19,800,000	3,326,213	-	-	72,058,557
Academic support	4,363,910	-	-	-	-	-	-	820,300	-	-	5,184,210
Student services	8,827,329	-	25,956,972	-	-	-	-	70,600	-	-	34,854,901
Public services	80,000	-	2,496,766	-	-	-	-	272,000	-	-	2,848,766
Operation and maintenance plant	-	15,127,713	-	-	-	14,025,313	3,041,000	-	-	-	32,194,026
Independent operation	-	-	89,769	-	-	-	-	9,529,193	14,965,000	-	24,583,962
General administration	7,649,315	-	20,000	-	83,000	-	-	-	-	-	7,752,315
Institutional support	<u>12,177,818</u>	<u>1,132,287</u>	<u>20,684,740</u>	<u>194,500</u>	<u>1,377,000</u>	<u>-</u>	<u>21,594,812</u>	<u>2,383,000</u>	<u>-</u>	<u>-</u>	<u>59,544,157</u>
Total Expenses	<u>79,263,620</u>	<u>16,260,000</u>	<u>52,015,343</u>	<u>194,500</u>	<u>1,460,000</u>	<u>14,025,313</u>	<u>44,435,812</u>	<u>16,401,306</u>	<u>14,965,000</u>	<u>-</u>	<u>239,020,894</u>
Revenues over (under) expenditures	658,780	3,175,000	(518,650)	(115,000)	(800,000)	(6,493,563)	(18,506,812)	(140,130)	-	75,000	(22,665,375)
<b>NON-MANDATORY TRANSFERS</b>											
Transfers in	173,120	-	518,650	-	-	6,668,188	3,175,000	625,210	-	-	11,160,168
Transfers (out)	<u>(831,900)</u>	<u>(3,175,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(6,668,188)</u>	<u>(485,080)</u>	<u>-</u>	<u>-</u>	<u>(11,160,168)</u>
Revenues and transfers in over (under) expenditures and transfers (out)	-	-	-	(115,000)	(800,000)	174,625	(22,000,000)	-	-	75,000	(22,665,375)
Fund Balance:											
July 1, 2020	<u>20,137,000</u>	<u>5,056,000</u>	<u>2,222,000</u>	<u>115,000</u>	<u>800,000</u>	<u>6,248,000</u>	<u>22,000,000</u>	<u>7,139,000</u>	<u>12,999,000</u>	<u>6,586,000</u>	<u>83,302,000</u>
June 30, 2021	<u>\$ 20,137,000</u>	<u>\$ 5,056,000</u>	<u>\$ 2,222,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,422,625</u>	<u>\$ -</u>	<u>\$ 7,139,000</u>	<u>\$ 12,999,000</u>	<u>\$ 6,661,000</u>	<u>\$ 60,636,625</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

BUDGETED EXPENDITURES BY OBJECT  
Year Ended June 30, 2021

	General		Special Revenue			Debt Service	Capital Projects	Proprietary		
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Health Insurance	Total
<b>EXPENDITURES</b>										
Salaries	54,604,088	8,383,960	3,689,439	-	68,979	-	-	3,261,970	-	70,008,436
Employee benefits	12,237,012	2,409,382	997,785	-	64,021	-	-	687,019	14,413,000	30,808,219
Contractual services	1,761,073	796,273	186,202	79,500	25,000	-	4,351,000	2,451,844	550,000	10,200,892
Material and supplies	3,109,366	1,018,584	485,446	-	-	-	102,812	8,862,449	2,000	13,580,657
Conferences and meetings	808,006	73,232	135,581	-	-	-	-	296,797	-	1,313,616
Fixed charges	339,555	25,800	15,000	-	502,000	14,021,813	-	52,490	-	14,956,658
Utilities	3,000	3,095,769	1,530	-	-	-	-	79,414	-	3,179,713
Capital outlay	100,000	248,000	-	-	-	-	39,982,000	417,550	-	40,747,550
Other	<u>6,301,520</u>	<u>209,000</u>	<u>46,446,760</u>	<u>115,000</u>	<u>800,000</u>	<u>3,500</u>	<u>-</u>	<u>291,773</u>	<u>-</u>	<u>54,167,553</u>
Total Expenditures	<u>79,263,620</u>	<u>16,260,000</u>	<u>51,957,743</u>	<u>194,500</u>	<u>1,460,000</u>	<u>14,025,313</u>	<u>44,435,812</u>	<u>16,401,306</u>	<u>14,965,000</u>	<u>238,963,294</u>
<b>TRANSFERS</b>										
Transfers out	<u>831,900</u>	<u>3,175,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,668,188</u>	<u>485,080</u>	<u>-</u>	<u>11,160,168</u>
Total Expenditures and Transfers out	<u>\$ 80,095,520</u>	<u>\$ 19,435,000</u>	<u>\$ 51,957,743</u>	<u>\$ 194,500</u>	<u>\$ 1,460,000</u>	<u>\$ 14,025,313</u>	<u>\$ 51,104,000</u>	<u>\$ 16,886,386</u>	<u>\$ 14,965,000</u>	<u>\$ 250,123,462</u>



# JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

## COMBINED SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES Years Ended June 30, 2021

	FY2019 Actual	FY2020 Budget	FY2021 Budget
<b>REVENUES</b>			
Local government	\$ 61,235,822	\$ 62,917,000	\$ 64,876,250
Corporate personal property replacement taxes	1,950,117	1,700,000	1,500,000
Tuition and fees	45,308,923	46,445,234	45,264,918
Sales and service fees	19,943,035	23,002,660	23,043,458
State sources	49,328,015	45,059,621	49,751,944
Federal sources	18,341,292	31,880,726	29,888,659
Investment income	1,209,677	845,000	490,000
Miscellaneous	2,251,385	1,540,050	1,540,290
Total Revenues	<u>199,568,267</u>	<u>213,390,291</u>	<u>216,355,519</u>
<b>EXPENDITURES</b>			
Current:			
Instruction	49,073,073	68,296,912	72,058,557
Academic support	4,066,874	4,999,600	5,184,210
Student services	21,989,212	34,288,480	34,854,901
Public services	2,921,390	3,007,269	2,848,766
Operation and maintenance plant	29,013,918	33,584,024	32,194,026
Independent operation	18,324,351	24,544,240	24,583,962
General administration	6,368,720	7,325,074	7,752,315
Institutional support	54,144,107	56,639,753	59,544,157
Total Expenses	<u>185,918,036</u>	<u>232,685,352</u>	<u>239,020,894</u>
Revenues over (under) expenditures	13,650,231	(19,295,061)	(22,665,375)
<b>NON-MANDATORY TRANSFERS</b>			
Transfers in	20,887,440	11,011,093	11,160,168
Transfers (out)	<u>(20,887,440)</u>	<u>(11,011,093)</u>	<u>(11,160,168)</u>
Revenues and transfers in over (under) expenditures and transfers (out)	13,650,231	(19,295,061)	(22,665,375)
Fund Balance:			
Beginning of Year	<u>68,954,406</u>	<u>74,145,788</u>	<u>83,302,000</u>
End of Year	<u>\$ 82,604,637</u>	<u>\$ 54,850,727</u>	<u>\$ 60,636,625</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**SCHEDULE OF BUDGETED REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
Year Ended June 30, 2020**

	General		Special Revenue			Debt Service	Capital Projects	Proprietary		Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Self Insurance	Working Cash	Total
<b>REVENUES</b>											
Local government	\$ 34,690,000	\$ 19,000,000	\$ -	\$ 77,000	\$ 555,000	\$ 7,555,000	\$ 1,040,000	\$ -	\$ -	\$ -	\$ 62,917,000
Corporate personal property replacement taxes	1,700,000	-	-	-	-	-	-	-	-	-	1,700,000
Tuition and fees	33,498,000	-	-	-	-	-	5,030,000	7,917,234	-	-	46,445,234
Sales and service fees	-	85,000	-	-	-	-	-	8,617,660	14,300,000	-	23,002,660
State sources	7,600,000	-	21,359,621	-	-	-	16,100,000	-	-	-	45,059,621
Federal sources	60,000	-	30,391,686	-	-	1,429,040	-	-	-	-	31,880,726
Investment income	700,000	-	-	-	-	-	-	-	20,000	125,000	845,000
Miscellaneous	467,400	-	191,638	-	-	-	150,000	126,012	605,000	-	1,540,050
<b>Total Revenues</b>	<b>78,715,400</b>	<b>19,085,000</b>	<b>51,942,945</b>	<b>77,000</b>	<b>555,000</b>	<b>8,984,040</b>	<b>22,320,000</b>	<b>16,660,906</b>	<b>14,925,000</b>	<b>125,000</b>	<b>213,390,291</b>
<b>EXPENDITURES</b>											
Current:											
Instruction	45,055,827	-	3,424,269	-	-	-	16,100,000	3,716,816	-	-	68,296,912
Academic support	4,172,800	-	-	-	-	-	-	826,800	-	-	4,999,600
Student services	8,654,880	-	25,553,000	-	-	-	-	80,600	-	-	34,288,480
Public services	60,000	-	2,687,269	-	-	-	-	260,000	-	-	3,007,269
Operation and maintenance plant	-	14,950,923	-	-	-	15,154,101	3,479,000	-	-	-	33,584,024
Independent operation	-	-	89,769	-	-	-	-	9,529,471	14,925,000	-	24,544,240
General administration	7,220,074	-	20,000	-	85,000	-	-	-	-	-	7,325,074
Institutional support	12,901,752	1,059,077	20,712,924	202,000	1,345,000	-	16,136,000	4,283,000	-	-	56,639,753
<b>Total Expenses</b>	<b>78,065,333</b>	<b>16,010,000</b>	<b>52,487,231</b>	<b>202,000</b>	<b>1,430,000</b>	<b>15,154,101</b>	<b>35,715,000</b>	<b>18,696,687</b>	<b>14,925,000</b>	<b>-</b>	<b>232,685,352</b>
Revenues over (under) expenditures	650,067	3,075,000	(544,286)	(125,000)	(875,000)	(6,170,061)	(13,395,000)	(2,035,781)	-	125,000	(19,295,061)
<b>NON-MANDATORY TRANSFERS</b>											
Transfers in	179,069	-	544,286	-	-	6,638,588	3,075,000	574,150	-	-	11,011,093
Transfers (out)	(829,136)	(3,075,000)	-	-	-	-	(6,638,588)	(468,369)	-	-	(11,011,093)
Revenues and transfers in over (under) expenditures and transfers (out)	-	-	-	(125,000)	(875,000)	468,527	(16,958,588)	(1,930,000)	-	125,000	(19,295,061)
Fund Balance:											
July 1, 2019	19,447,000	4,995,000	2,576,000	125,000	875,000	5,853,600	16,958,588	6,833,300	10,049,000	6,433,300	74,145,788
June 30, 2020	\$ 19,447,000	\$ 4,995,000	\$ 2,576,000	\$ -	\$ -	\$ 6,322,127	\$ -	\$ 4,903,300	\$ 10,049,000	\$ 6,558,300	\$ 54,850,727

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**SCHEDULE OF ACTUAL REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
Year Ended June 30, 2019**

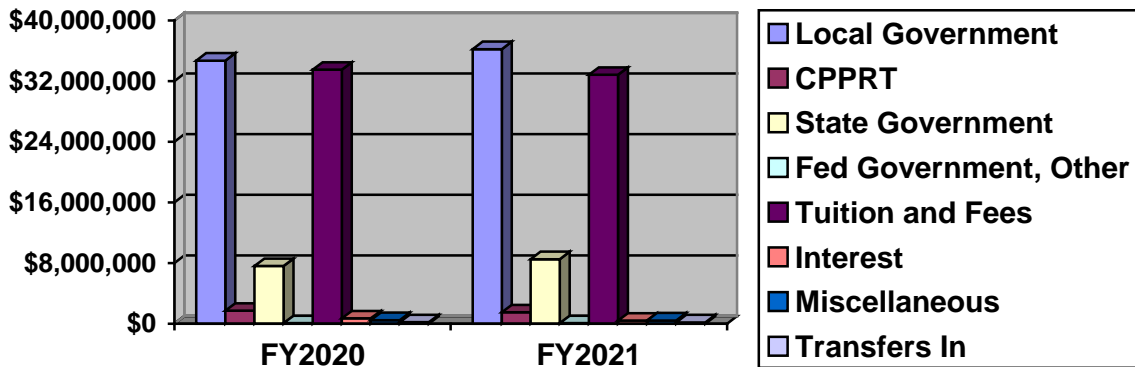
	General		Special Revenue			Debt Service	Capital Projects	Proprietary		Nonexpendable Trust	
	Education	Operations and Maintenance	Restricted Purpose	Audit	Liability Protection and Settlement	General Obligation Bond	Operations and Maintenance (Restricted)	Auxiliary	Self Insurance	Working Cash	Total
<b>REVENUES</b>											
Local government	\$ 33,794,098	\$ 18,641,167	\$ -	\$ 42,894	\$ 520,032	\$ 7,193,064	\$ 1,044,567	\$ -	\$ -	\$ -	\$ 61,235,822
Corporate personal property replacement taxes	1,950,117	-	-	-	-	-	-	-	-	-	1,950,117
Tuition and fees	33,244,544	-	-	-	-	-	5,025,570	7,038,809	-	-	45,308,923
Sales and service fees	-	132,191	-	-	-	-	-	6,644,740	13,166,105	-	19,943,035
State sources	7,638,130	-	41,578,418	-	-	-	111,467	-	-	-	49,328,015
Federal sources	85,350	-	16,743,889	-	-	1,512,053	-	-	-	-	18,341,292
Investment income	987,281	-	-	-	-	-	41,224	-	28,143	153,030	1,209,677
Miscellaneous	652,962	5,067	315,618	-	-	-	524,917	113,635	639,186	-	2,251,385
Total Revenues	78,352,482	18,778,425	58,637,925	42,894	520,032	8,705,117	6,747,746	13,797,184	13,833,433	153,030	199,568,267
<b>EXPENDITURES</b>											
Current:											
Instruction	41,803,100	-	3,570,742	-	-	-	111,467	3,587,763	-	-	49,073,073
Academic support	3,537,568	-	4,321	-	-	-	-	524,986	-	-	4,066,874
Student services	7,853,863	-	14,061,369	-	-	-	-	73,981	-	-	21,989,212
Public services	74,727	-	2,593,074	-	-	-	-	253,589	-	-	2,921,390
Organized Research	-	-	16,391	-	-	-	-	-	-	-	16,391
Operation and maintenance plant	-	12,817,103	-	-	-	14,916,077	1,280,738	-	-	-	29,013,918
Independent operation	-	-	42,037	-	-	-	-	7,398,659	10,883,654	-	18,324,351
General administration	6,285,227	-	9,784	-	73,710	-	-	-	-	-	6,368,720
Institutional support	9,784,078	625,127	39,185,117	72,735	495,284	-	2,197,636	1,784,130	-	-	54,144,107
Total Expenses	69,338,562	13,442,230	59,482,835	72,735	568,994	14,916,077	3,589,841	13,623,108	10,883,654	-	185,918,036
Revenues over (under) expenditures	9,013,920	5,336,195	(844,910)	(29,841)	(48,962)	(6,210,961)	3,157,905	174,076	2,949,779	153,030	13,650,231
<b>NON-MANDATORY TRANSFERS</b>											
Proceeds from alternative revenue bonds							-				-
Transfers in	220,500	-	491,582	-	-	6,605,470	12,975,000	594,888	-	-	20,887,440
Transfers (out)	(8,544,196)	(5,275,000)	-	-	-	-	(6,605,470)	(462,774)	-	-	(20,887,440)
Revenues and transfers in over (under) expenditures and transfers (out)	690,224	61,195	(353,328)	(29,841)	(48,962)	394,509	9,527,435	306,190	2,949,779	153,030	13,650,231
<b>Fund Balance:</b>											
July 1, 2018	19,447,239	4,995,329	2,575,825	145,055	884,766	5,853,575	11,736,688	6,833,307	10,049,257	6,433,365	68,954,406
June 30, 2019	\$ 20,137,463	\$ 5,056,524	\$ 2,222,497	\$ 115,214	\$ 835,804	\$ 6,248,084	\$ 21,264,123	\$ 7,139,497	\$ 12,999,036	\$ 6,586,395	\$ 82,604,637

## EDUCATION FUND

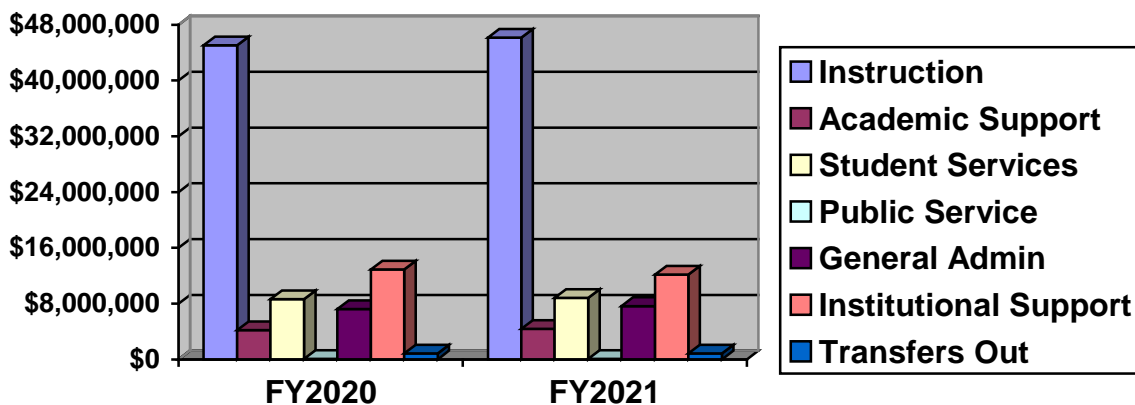
The Education Fund is established by Section 3-1 of the *Illinois Public Community College Act*. It is used to account for revenues and expenditures of the academic and service programs of the college. It includes the costs of instructional, administrative and service programs of the college. It includes the costs of instructional, administrative and professional salaries, supplies and movable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college.

The Education Fund is projected to increase 1.5% from FY20 to FY21.

**Education Fund Revenues**



**Education Fund Expenditures**



## JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

EDUCATION FUND REVENUE  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	\$ 33,775,111	\$ 34,675,000	\$ 36,200,000
Chargeback revenue	-	-	-
Other	18,987	15,000	15,000
Total Local Government	<u>33,794,098</u>	<u>34,690,000</u>	<u>36,215,000</u>
<b>CORPORATE PERSONAL PROPERTY TAXES</b>	<u>1,950,117</u>	<u>1,700,000</u>	<u>1,500,000</u>
<b>STATE GOVERNMENT</b>			
ICCB Credit Hour Grants	7,009,150	7,000,000	7,900,000
ICCB Career and Technical Education	628,980	600,000	600,000
Total State Government	<u>7,638,130</u>	<u>7,600,000</u>	<u>8,500,000</u>
<b>FEDERAL GOVERNMENT, OTHER</b>	<u>85,350</u>	<u>60,000</u>	<u>60,000</u>
<b>STUDENT TUITION AND FEES</b>			
Tuition	33,014,360	33,100,000	32,425,000
Fees	230,184	398,000	398,000
Total Tuition and Fees	<u>33,244,544</u>	<u>33,498,000</u>	<u>32,823,000</u>
<b>INTEREST</b>	<u>987,281</u>	<u>700,000</u>	<u>400,000</u>
<b>MISCELLANEOUS</b>			
Administrative fee	-	122,400	74,400
Other revenue	652,962	345,000	350,000
Total Other Sources	<u>652,962</u>	<u>467,400</u>	<u>424,400</u>
<b>Total Revenues</b>	<u>78,352,482</u>	<u>78,715,400</u>	<u>79,922,400</u>
Transfers in	<u>220,500</u>	<u>179,069</u>	<u>173,120</u>
<b>Total Revenues and Transfers in</b>	<u>\$ 78,572,982</u>	<u>\$ 78,894,469</u>	<u>\$ 80,095,520</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

EDUCATION FUND EXPENDITURES  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>EXPENDITURES</b>			
By Program:			
<b>Instruction</b>			
Salaries	\$ 33,921,795	\$ 36,157,010	\$ 37,119,736
Employee benefits	5,826,036	6,294,181	6,369,453
Contractual services	208,781	311,762	332,103
Material and supplies	283,212	335,651	350,004
Conferences and meetings	220,000	281,063	317,792
Fixed charges	47,431	49,600	49,600
Capital outlay	1,586	-	-
Other	<u>1,294,258</u>	<u>1,626,560</u>	<u>1,626,560</u>
Total Instruction	<u>41,803,100</u>	<u>45,055,827</u>	<u>46,165,248</u>
<b>Academic Support</b>			
Salaries	2,609,410	3,161,493	3,306,464
Employee benefits	663,644	744,450	790,589
Contractual services	17,049	20,421	21,281
Material and supplies	239,196	234,952	234,092
Conferences and meetings	<u>8,269</u>	<u>11,484</u>	<u>11,484</u>
Total Academic Support	<u>3,537,568</u>	<u>4,172,800</u>	<u>4,363,910</u>
<b>Student Services</b>			
Salaries	5,752,445	6,027,360	6,268,734
Employee benefits	1,539,637	1,925,933	1,857,008
Contractual services	59,113	100,644	97,227
Material and supplies	147,875	182,235	179,390
Conferences and meetings	91,398	106,348	112,610
Other	<u>263,395</u>	<u>312,360</u>	<u>312,360</u>
Total Student Services	<u>7,853,863</u>	<u>8,654,880</u>	<u>8,827,329</u>
<b>Public Service</b>			
Other	<u>74,727</u>	<u>60,000</u>	<u>80,000</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

EDUCATION FUND EXPENDITURES  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>General Administration</b>			
Salaries	3,568,464	4,226,478	4,426,726
Employee benefits	1,170,760	1,283,107	1,333,125
Contractual services	255,088	252,562	369,595
Material and supplies	850,398	915,877	938,114
Conferences and meetings	75,603	149,085	162,260
Fixed charges	235,696	248,395	248,395
Capital outlay	69,659	65,000	100,000
Other	59,559	79,570	71,100
Total General Administration	<u>6,285,227</u>	<u>7,220,074</u>	<u>7,649,315</u>
<b>Institutional Support</b>			
Salaries	2,764,320	3,066,434	3,482,428
Employee benefits	1,690,815	1,959,170	1,886,837
Contractual services	696,549	940,127	940,867
Material and supplies	1,047,630	1,407,991	1,407,766
Conferences and meetings	115,798	204,375	203,860
Fixed charges	13,420	39,155	41,560
Utilities	-	3,000	3,000
Capital outlay	25,042	-	-
Other	3,430,504	5,281,500	4,211,500
Total Institutional Support	<u>9,784,078</u>	<u>12,901,752</u>	<u>12,177,818</u>
<b>Total Expenditures</b>	<u>69,338,562</u>	<u>78,065,333</u>	<u>79,263,620</u>
Transfers out	<u>8,544,196</u>	<u>829,136</u>	<u>831,900</u>
<b>Total Expenditures and Transfers Out</b>	<u><u>\$ 77,882,758</u></u>	<u><u>\$ 78,894,469</u></u>	<u><u>\$ 80,095,520</u></u>

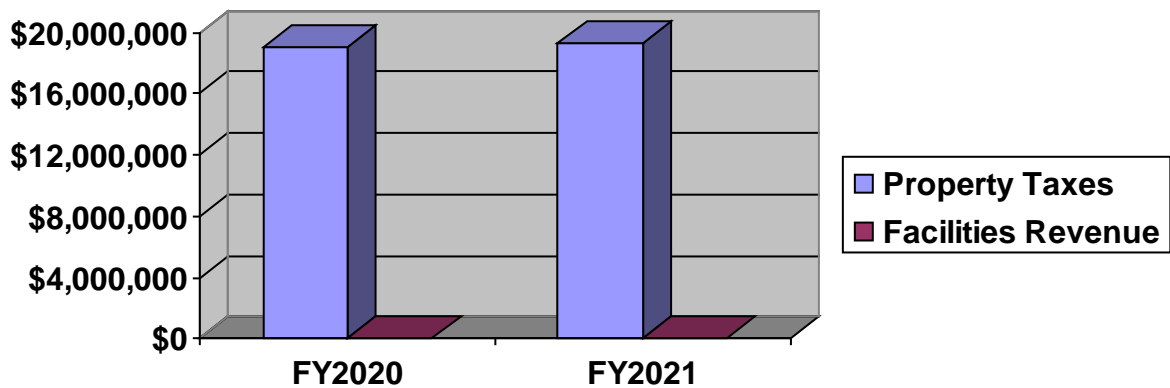


## OPERATIONS AND MAINTENANCE FUND

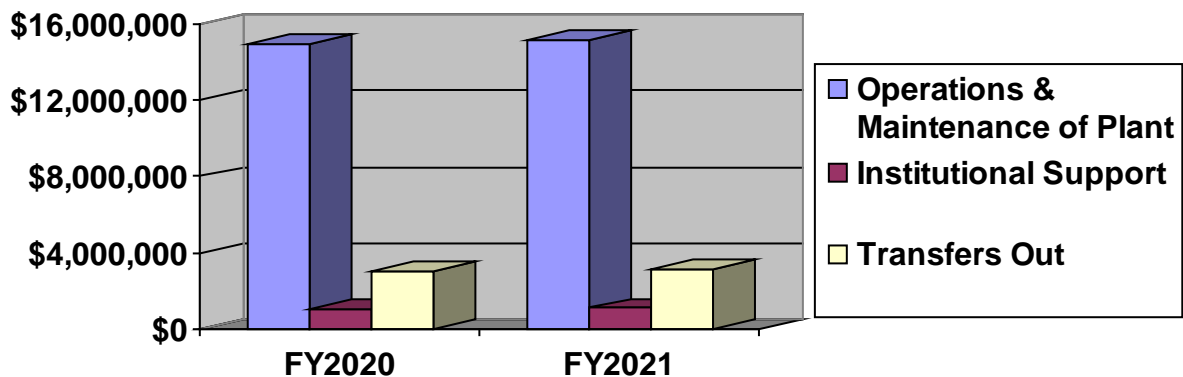
The Operations and Maintenance Fund is established by Section 3-1 and Section 3-20.3 of the *Illinois Public Community College Act*. It used to account for expenditures for the improvement, maintenance, repair or benefit of buildings and property, including the cost of interior decorating, and the installation, improvement, repair, replacement, and maintenance of building fixtures, rental of buildings and property for community and college purposes; salaries of custodians, engineers and related support staff; all costs of fuel, lights, gas, water, telephone services, and custodial supplies and equipment; and the costs of professional surveys of the condition of college buildings.

The Operation and Maintenance Fund is projected to increase 1.9% from FY20 to FY21.

**Operations and Maintenance Revenue**



**Operations and Maintenance Expenditures**



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

OPERATIONS & MAINTENANCE FUND REVENUE  
Year Ended June 30, 2021

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	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	\$ 18,641,167	\$ 19,000,000	\$ 19,350,000
<b>SALES AND SERVICE FEES</b>			
Facilities Revenue	132,028	85,000	85,000
Other	<u>163</u>	<u>-</u>	<u>-</u>
Total Sales and Service Fees	<u>132,191</u>	<u>85,000</u>	<u>85,000</u>
<b>MISCELLANEOUS</b>	<u>5,067</u>	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	<u>\$ 18,778,425</u>	<u>\$ 19,085,000</u>	<u>\$ 19,435,000</u>

# JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

## OPERATIONS & MAINTENANCE FUND EXPENDITURES Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>EXPENDITURES</b>			
By Program:			
<b>Operation and Maintenance Plant</b>			
Salaries	\$ 7,031,780	\$ 7,902,178	\$ 8,190,938
Employee benefits	2,148,639	2,435,237	2,385,849
Contractual services	682,156	788,641	794,641
Material and supplies	836,273	1,012,242	1,012,242
Conferences and meetings	45,759	67,545	67,545
Fixed charges	4,297	3,945	3,945
Utilities	2,034,417	2,623,553	2,624,553
Capital outlay	33,782	117,582	48,000
Total Operation and Maintenance Plant	<u>12,817,103</u>	<u>14,950,923</u>	<u>15,127,713</u>
<b>Institutional Support</b>			
Salaries	155,528	179,597	193,022
Employee benefits	25,471	23,485	23,533
Contractual services	1,007	1,632	1,632
Material and supplies	2,242	6,342	6,342
Conferences and meetings	3,630	5,687	5,687
Fixed charges	(2,400)	13,118	21,855
Utilities	400,992	471,216	471,216
Capital outlay	30,987	150,000	200,000
Other	7,670	208,000	209,000
Total Institutional Support	<u>625,127</u>	<u>1,059,077</u>	<u>1,132,287</u>
<b>Total Expenditures</b>	<u>13,442,230</u>	<u>16,010,000</u>	<u>16,260,000</u>
Transfers out	<u>5,275,000</u>	<u>3,075,000</u>	<u>3,175,000</u>
<b>Total Expenditures and Transfers Out</b>	<u><u>\$ 18,717,230</u></u>	<u><u>\$ 19,085,000</u></u>	<u><u>\$ 19,435,000</u></u>

## **RESTRICTED PURPOSES FUND**

The Restricted Purposes Fund is established by ICCB Rules 1501.508 and 1501.509. It is used for the purpose of accounting for monies that have external restrictions regarding their use. Examples of accounts in this fund are Illinois Community College Board grants and federal and state student financial assistance grants. It is the college's practice to not budget for grants until authorization is received from the granting agency.

## JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

### RESTRICTED PURPOSE FUND REVENUE Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>			
<b>STATE GOVERNMENT</b>			
Career and Technical Education	\$ -	\$ -	\$ -
Adult Education - State Basic	761,915	800,000	816,440
Adult Education - Public Assistance	-	-	-
Adult Education - Performance	369,195	400,000	393,530
On-behalf payment - SURS	38,535,000	20,000,000	20,000,000
Illinois Student Assistance Commission	1,674,849	-	-
Other sources	237,459	159,621	241,974
Total State Government	<u>41,578,418</u>	<u>21,359,621</u>	<u>21,451,944</u>
<b>FEDERAL GOVERNMENT</b>			
Dept. of Education	14,380,394	27,889,500	27,539,061
Dept. of Health and Human Services	55,070	-	-
Dept. of Labor	2,131,847	2,362,648	2,070,717
Small Business Administration	-	-	80,000
National Science Foundation	123,647	139,538	138,881
Other	52,931	-	-
Total Federal Government	<u>16,743,889</u>	<u>30,391,686</u>	<u>29,828,659</u>
<b>MISCELLANEOUS</b>	<u>315,618</u>	<u>191,638</u>	<u>216,090</u>
<b>Total Revenues</b>	<u>58,637,925</u>	<u>51,942,945</u>	<u>51,496,693</u>
Transfers in	<u>491,582</u>	<u>544,286</u>	<u>518,650</u>
<b>Total Revenues and Transfers In</b>	<u>\$ 59,129,507</u>	<u>\$ 52,487,231</u>	<u>\$ 52,015,343</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**RESTRICTED PURPOSE FUND EXPENDITURES  
Year Ended June 30, 2021**

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>EXPENDITURES</b>			
By Program:			
<b>Instruction</b>			
Salaries	\$ 1,969,021	\$ 1,888,418	\$ 1,696,322
Employee benefits	350,933	382,209	321,989
Contractual services	109,644	121,515	36,200
Material and supplies	493,878	756,277	224,246
Conferences and meetings	71,071	99,500	68,398
Fixed charges	20,020	22,000	15,000
Capital outlay	405,097	-	-
Other	151,079	154,350	404,941
Total Instruction	3,570,742	3,424,269	2,767,096
<b>Academic Support</b>			
Salaries	-	-	-
Employee benefits	-	-	-
Contractual services	-	-	-
Material and supplies	-	-	-
Capital outlay	4,321	-	-
Other	-	-	-
Total Student Services	4,321	-	-
<b>Student Services</b>			
Salaries	149,180	139,810	436,722
Employee benefits	-	-	127,618
Contractual services	31,641	84,000	73,325
Material and supplies	6,628	-	2,502
Conferences and meetings	243	3,000	4,000
Capital outlay	-	-	-
Other	13,873,676	25,326,190	25,312,805
Total Student Services	14,061,369	25,553,000	25,956,972
<b>Public Service</b>			
Salaries	1,113,966	1,116,170	1,055,894
Employee benefits	406,821	456,392	402,027
Contractual services	18,313	20,000	30,000
Material and supplies	211,977	240,759	227,666
Conferences and meetings	62,364	65,455	52,165
Fixed Charges	3,000	-	-
Other	776,634	788,493	729,014
Total Public Service	2,593,074	2,687,269	2,496,766

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**RESTRICTED PURPOSE FUND EXPENDITURES  
Year Ended June 30, 2021**

	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>Organized Research</b>			
Salaries	14,956	-	-
Employee benefits	<u>1,436</u>	<u>-</u>	<u>-</u>
Total Organized Research	<u>16,391</u>	<u>-</u>	<u>-</u>
<b>Independent Operations</b>			
Salaries	11,243	21,406	23,999
Employee benefits	1,545	3,097	3,396
Contractual Services	9,187	-	57,600
Material and supplies	1,242	-	2,774
Conferences and meetings	2,790	1,266	2,000
Capital Outlay	16,030	-	-
Other	<u>-</u>	<u>64,000</u>	<u>-</u>
Total Independent Operations	<u>42,037</u>	<u>89,769</u>	<u>89,769</u>
<b>General Administration</b>			
Contractual services	9,784	20,000	20,000
Capital outlay	<u>-</u>	<u>-</u>	<u>-</u>
Total General Administration	<u>9,784</u>	<u>20,000</u>	<u>20,000</u>
<b>Institutional Support</b>			
Salaries	444,141	504,284	476,502
Employee benefits	148,521	143,157	142,755
Contractual services	26,177	26,177	26,677
Material and supplies	18,127	31,758	28,258
Conferences and meetings	12,442	6,018	9,018
Utilities	-	1,530	1,530
Capital outlay	710	-	-
Other	<u>38,535,000</u>	<u>20,000,000</u>	<u>20,000,000</u>
Total Institutional Support	<u>39,185,117</u>	<u>20,712,924</u>	<u>20,684,740</u>
<b>Total Expenditures</b>	<u>59,482,835</u>	<u>52,487,231</u>	<u>52,015,343</u>
Transfers out	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenditures and Transfers Out</b>	<u><u>\$ 59,482,835</u></u>	<u><u>\$ 52,487,231</u></u>	<u><u>\$ 52,015,343</u></u>



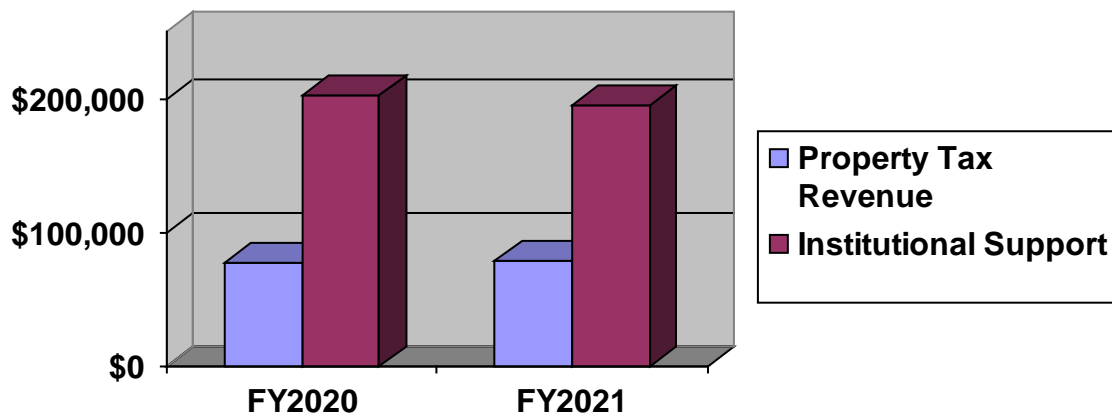
## AUDIT FUND

The Audit Fund is established by 50 ILCS310/9 of the *Illinois Compiled Statutes* for recording the payment of auditing expenses. Annually, the college levies separately for and collects property taxes for payment of the annual audit of its financial statements. This fund is used to account for this levy and the related audit expenses.

### Change in Fund Balance

The college budgets expenditures equal to all available funds including estimated fund balance by budgeting a contingency expenditure equal to beginning fund balance. The budgeted contingency would only be spent on an unplanned need. Based on the college's financial projections, the future resources are adequate to properly maintain the college's Audit fund.

**Audit Fund Revenue and Expenditures**



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**AUDIT FUND REVENUE AND EXPENDITURES**  
Year Ended June 30, 2021

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	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	<u>\$          42,894</u>	<u>\$          77,000</u>	<u>\$          79,500</u>
 <b>EXPENDITURES</b>			
<b>Institutional Support</b>			
Contractual services	<u>\$          72,735</u>	<u>\$          77,000</u>	<u>\$          79,500</u>
Other	<u>                  -</u>	<u>          125,000</u>	<u>          115,000</u>
 Total Institutional Support	<u>\$          72,735</u>	<u>\$         202,000</u>	<u>\$         194,500</u>

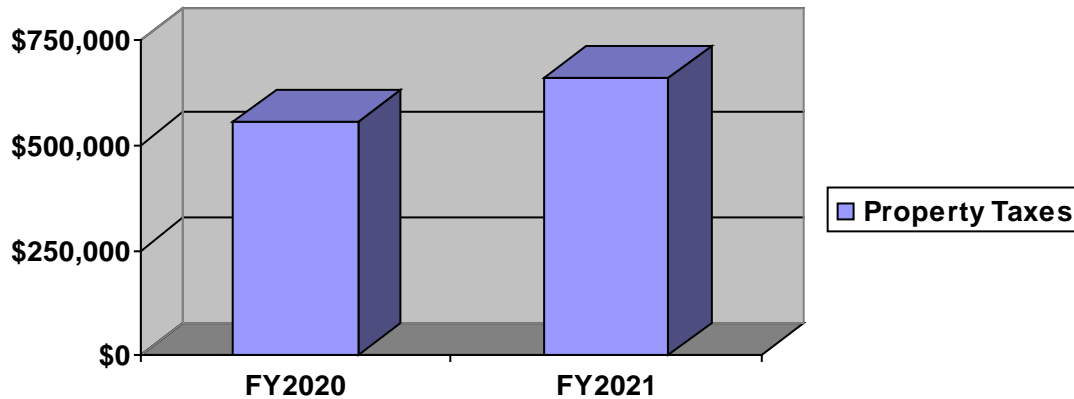
## LIABILITY, PROTECTION AND SETTLEMENT FUND

The Liability, Protection and Settlement Fund is established by 745 ILCS 10/9-107 and 40 ILCS 5/21-110.1 of *Illinois Compiled Statutes*. It includes the tort liability, property insurance, Medicare taxes, Social Security taxes (FICA), and unemployment insurance.

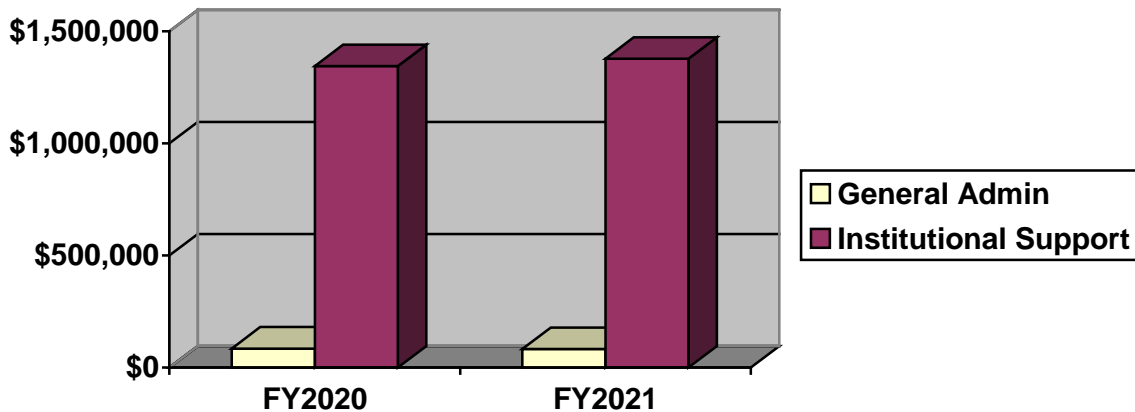
### Change in Fund Balance

The college budgets expenditures equal to all available funds including estimated fund balance by budgeting a contingency expenditure equal to beginning fund balance. The budgeted contingency would only be spent on an unplanned need or tort settlement. Based on the college's financial projections, the future resources are adequate to properly maintain the college's Liability Protection and Settlement Fund.

**Liability, Protection & Settlement Revenue**



**Liability, Protection & Settlement Expenditures**



## JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

LIABILITY, PROTECTION & SETTLEMENT FUND REVENUE AND EXPENDITURES  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	\$ 520,032	\$ 555,000	\$ 660,000
<b>Total Revenues</b>	<u>\$ 520,032</u>	<u>\$ 555,000</u>	<u>\$ 660,000</u>
 <b>EXPENDITURES</b>			
<b>General Administration</b>			
Salaries	\$ 59,782	\$ 67,461	\$ 68,979
Employee benefits	<u>13,928</u>	<u>17,539</u>	<u>14,021</u>
Total General Administration	<u>73,710</u>	<u>85,000</u>	<u>83,000</u>
<b>Institutional Support</b>			
Employee benefits	34,285	50,000	50,000
Contractual services	9,435	25,000	25,000
Fixed charges	451,564	490,000	502,000
Other	<u>-</u>	<u>780,000</u>	<u>800,000</u>
Total Institutional Support	<u>495,284</u>	<u>1,345,000</u>	<u>1,377,000</u>
 <b>Total Expenditures</b>	 <u>\$ 568,994</u>	 <u>\$ 1,430,000</u>	 <u>\$ 1,460,000</u>

## **GENERAL OBLIGATION BOND FUND**

The General Obligation Bond Fund is used to account for payment of principal, interest and related charges on any outstanding bonds or debt. Bonds outstanding are:

- General Obligation Refunding Bond, Series 2012, used to gain additional overall savings.
- General Obligation Refunding Bond, Series 2013A, used to gain additional overall savings for the college.
- General Obligation Bond (Alternative Revenue Source), Series 2013B, used for the support of a new multipurpose facility and for improvements to the Romeoville campus.
- General Obligation Refunding Bond, Series 2018, used to gain additional overall savings.
- General Obligation Refunding Bonds, Series 2019, used to gain additional overall savings.

See the Debt Section of this document for further details.

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

GENERAL OBLIGATION BOND FUND REVENUE AND EXPENDITURES  
Year Ended June 30, 2021

	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	\$ 7,193,064	\$ 7,555,000	\$ 7,531,750
<b>FEDERAL GOVERNMENT</b>			
Treasury Department	<u>1,512,053</u>	<u>1,429,040</u>	<u>-</u>
<b>INTEREST</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Revenues</b>	<u>8,705,117</u>	<u>8,984,040</u>	<u>7,531,750</u>
Transfers in	<u>6,605,470</u>	<u>6,638,588</u>	<u>6,668,188</u>
<b>Total Revenues and Other Sources</b>	<u><u>\$ 15,310,587</u></u>	<u><u>\$ 15,622,628</u></u>	<u><u>\$ 14,199,938</u></u>
<b>EXPENDITURES</b>			
<b>Operation and Maintenance Plant</b>			
Fixed charges	\$ 14,913,777	\$ 15,150,601	\$ 14,021,813
Other	<u>2,300</u>	<u>3,500</u>	<u>3,500</u>
Total Operation and Maintenance Plant	<u>14,916,077</u>	<u>15,154,101</u>	<u>14,025,313</u>
<b>Total Expenditures</b>	<u><u>\$ 14,916,077</u></u>	<u><u>\$ 15,154,101</u></u>	<u><u>\$ 14,025,313</u></u>

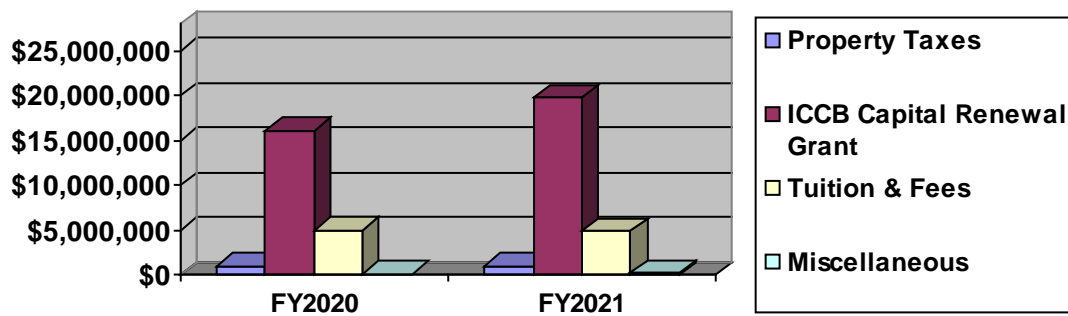
## **OPERATIONS AND MAINTENANCE FUND (RESTRICTED)**

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition. The term “Construction Fund” is often used to refer to this fund. Various types of restricted funds are accounted for within this fund. They include Health, Life Safety Funds, Illinois Community College Board Deferred Maintenance Grant, Capital Development Board grants and funds restricted by board resolution to be used for building proposes.

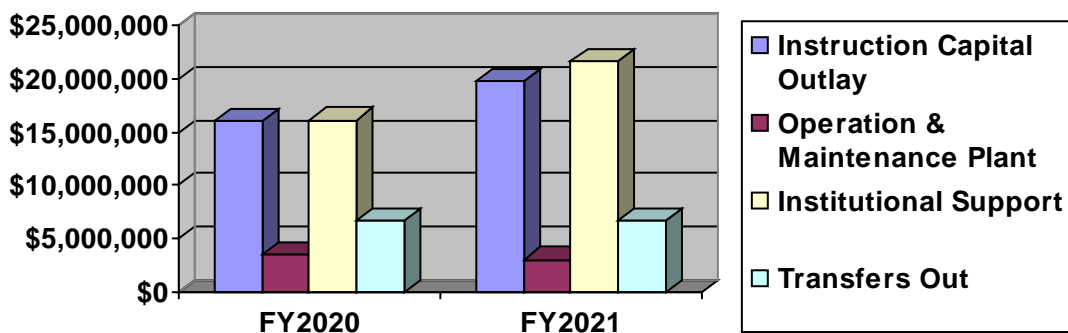
### **Change in Fund Balance**

The college budgets expenditures equal to all available funds including estimated fund balance. Based on the college’s financial projections, the future resources are adequate to properly maintain the college’s buildings and infrastructures.

### **Operations & Maintenance (Restricted) Revenue**



### **Operations & Maintenance (Restricted) Expenditures**



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

OPERATIONS & MAINTENANCE (RESTRICTED) FUND REVENUE  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>			
<b>Local Government</b>			
Property taxes	\$ 1,044,567	\$ 1,040,000	\$ 1,040,000
<b>STUDENT TUITION AND FEES</b>			
Fees	5,025,570	5,030,000	4,914,000
<b>STATE GOVERNMENT</b>			
ICCB Capital Renewal grant	<u>111,467</u>	<u>16,100,000</u>	<u>19,800,000</u>
Total State Government	<u>111,467</u>	<u>16,100,000</u>	<u>19,800,000</u>
<b>INTEREST</b>	41,224	-	-
<b>MISCELLANEOUS</b>	<u>524,917</u>	<u>150,000</u>	<u>175,000</u>
<b>Total Revenues</b>	<u>6,747,746</u>	<u>22,320,000</u>	<u>25,929,000</u>
Transfers in	<u>12,975,000</u>	<u>3,075,000</u>	<u>3,175,000</u>
<b>Total Revenues and Other Sources</b>	<u>\$ 19,722,746</u>	<u>\$ 25,395,000</u>	<u>\$ 29,104,000</u>



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

OPERATIONS & MAINTENANCE (RESTRICTED) FUND EXPENDITURES  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>EXPENDITURES</b>			
By Program:			
<b>Instruction</b>			
Capital outlay	\$ 111,467	\$ 16,100,000	\$ 19,800,000
Total Instruction	<u>111,467</u>	<u>16,100,000</u>	<u>19,800,000</u>
<b>Operation and Maintenance Plant</b>			
Contractual services	<u>1,280,738</u>	<u>3,479,000</u>	<u>3,041,000</u>
Total Operation and Maintenance Plant	<u>1,280,738</u>	<u>3,479,000</u>	<u>3,041,000</u>
<b>Institutional Support</b>			
Contractual services	252,312	615,000	1,310,000
Material and supplies	-	450,000	102,812
Capital outlay	<u>1,945,324</u>	<u>15,071,000</u>	<u>20,182,000</u>
Total Institutional Support	<u>2,197,636</u>	<u>16,136,000</u>	<u>21,594,812</u>
<b>Total Expenditures</b>	<u>3,589,841</u>	<u>35,715,000</u>	<u>44,435,812</u>
Transfers out	<u>6,605,470</u>	<u>6,638,588</u>	<u>6,668,188</u>
<b>Total Expenditures and Transfers Out</b>	<u>\$ 10,195,311</u>	<u>\$ 42,353,588</u>	<u>\$ 51,104,000</u>

## AUXILIARY ENTERPRISE FUND

The Auxiliary Enterprise Fund is established by Section 3-31.1 of the *Illinois Public Community College Act*. It is used to account for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food service, bookstore, childcare facility, intercollegiate athletics, and non-credit instruction.

	<b>Food Service</b>	<b>Bookstore</b>	<b>Childcare</b>	<b>Automotive</b>	<b>Landlab</b>
Revenue:					
Sales	\$ 1,289,300	\$ 6,275,850	\$ 89,200	\$ 375,960	\$ 169,600
Fees		-	-	-	-
Misc.	12,000	-	-	-	-
Transfer in	25,000	-	112,060	-	199,900
Total	<u>\$ 1,326,300</u>	<u>\$ 6,275,850</u>	<u>\$ 201,260</u>	<u>\$ 375,960</u>	<u>\$ 369,500</u>
Expenditures	\$ 1,326,300	\$ 5,902,830	\$ 201,260	\$ 375,960	\$ 369,500
Transfer out	-	373,020	-	-	-
Total	<u>\$ 1,326,300</u>	<u>\$ 6,275,850</u>	<u>\$ 201,260</u>	<u>\$ 375,960</u>	<u>\$ 369,500</u>

## JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

### AUXILIARY FUND REVENUE Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>REVENUES</b>			
<b>STUDENT TUITION AND FEES</b>			
Fees	\$ 7,038,809	\$ 7,917,234	\$ 7,527,918
<b>SALES AND SERVICE FEES</b>			
Food Service	1,273,704	1,291,200	1,289,300
Culinary Restaurants	180,332	160,000	160,785
Bookstore	4,538,537	6,275,850	6,275,850
Childcare	44,565	89,260	89,200
Automotive	213,734	374,040	375,960
Landlab	128,147	117,000	117,000
Facilities revenue	241,882	280,710	270,863
Other	23,838	29,600	29,500
Total Sales and Service Fees	6,644,740	8,617,660	8,608,458
<b>MISCELLANEOUS</b>	113,635	126,012	124,800
<b>Total Revenues</b>	13,797,184	16,660,906	16,261,176
Transfers in	594,888	574,150	625,210
<b>Total Revenues and Transfers In</b>	\$ 14,392,072	\$ 17,235,056	\$ 16,886,386

# JOLIET JUNIOR COLLEGE- COMMUNITY COLLEGE DISTRICT NO. 525

AUXILIARY FUND EXPENDITURES  
Year Ended June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>EXPENDITURES</b>			
By Program:			
<b>Instruction</b>			
Salaries	\$ 1,038,493	\$ 1,086,845	\$ 870,698
Employee benefits	184,348	182,657	159,295
Contractual services	585,701	712,198	658,678
Material and supplies	1,334,851	1,625,145	1,529,071
Conferences and meetings	47,954	49,491	49,772
Capital outlay	375,383	-	-
Other	21,034	60,480	58,699
Total Instruction	<u>3,587,763</u>	<u>3,716,816</u>	<u>3,326,213</u>
<b>Academic Support</b>			
Salaries	63,322	131,980	168,861
Employee benefits	22,849	27,620	27,624
Contractual services	320,086	453,357	495,848
Material and supplies	90,568	103,274	74,398
Conferences and meetings	28,161	53,569	53,569
Capital outlay	-	57,000	-
Total Academic Support	<u>524,986</u>	<u>826,800</u>	<u>820,300</u>
<b>Student Services</b>			
Salaries	-	-	-
Contractual services	44,727	47,500	47,500
Material and supplies	15,337	23,200	13,325
Conferences and meetings	11,435	6,400	6,275
Other	2,482	3,500	3,500
Total Student Services	<u>73,981</u>	<u>80,600</u>	<u>70,600</u>

**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

AUXILIARY FUND EXPENDITURES  
Year Ended June 30, 2021

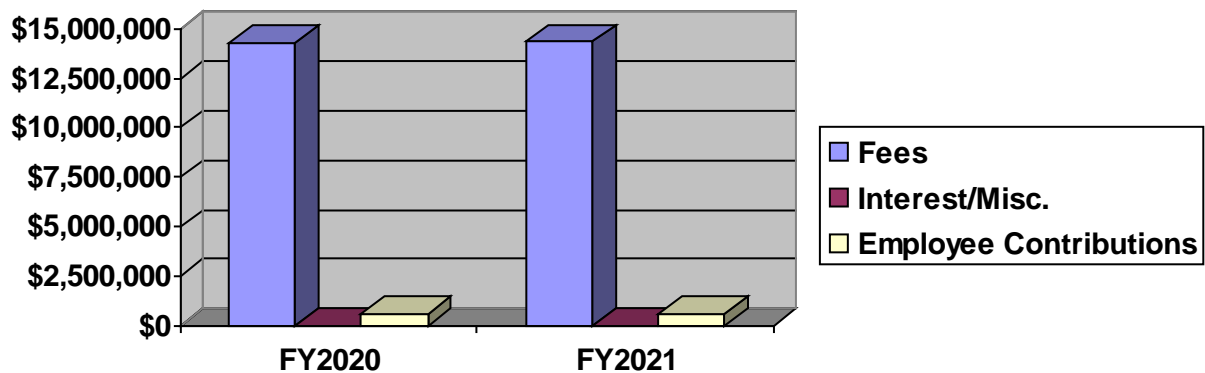
	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
<b>Public Service</b>			
Salaries	33,350	45,177	46,918
Employee benefits	11,346	13,719	13,715
Contractual services	27,600	28,435	28,435
Material and supplies	149,487	148,669	158,932
Conferences and meetings	13,368	-	-
Capital outlay	18,438	20,000	20,000
Other	-	4,000	4,000
Total Public Service	<u>253,589</u>	<u>260,000</u>	<u>272,000</u>
<b>Independent Operation</b>			
Salaries	2,050,873	2,176,819	2,175,493
Employee benefits	552,138	469,273	486,385
Contractual services	169,207	212,039	225,974
Material and supplies	4,219,110	6,235,297	6,209,666
Conferences and meetings	139,782	183,311	183,101
Fixed charges	91,319	52,490	52,490
Utilities	-	510	510
Other	176,230	199,732	195,574
Total Independent Operation	<u>7,398,659</u>	<u>9,529,471</u>	<u>9,529,193</u>
<b>Institutional Support</b>			
Salaries	-	250,000	-
Contractual services	162,212	1,775,409	995,409
Material and supplies	841,589	1,779,365	877,057
Conferences and meetings	1,937	4,080	4,080
Utilities	59,365	76,596	78,904
Capital outlay	700,593	367,550	397,550
Other	18,434	30,000	30,000
Total Institutional Support	<u>1,784,130</u>	<u>4,283,000</u>	<u>2,383,000</u>
<b>Total Expenditures</b>	<u>13,623,108</u>	<u>18,696,687</u>	<u>16,401,306</u>
Transfers out	<u>462,774</u>	<u>468,369</u>	<u>485,080</u>
<b>Total Expenditures and Transfers Out</b>	<u>\$ 14,085,882</u>	<u>\$ 19,165,056</u>	<u>\$ 16,886,386</u>

## SELF-INSURANCE FUND

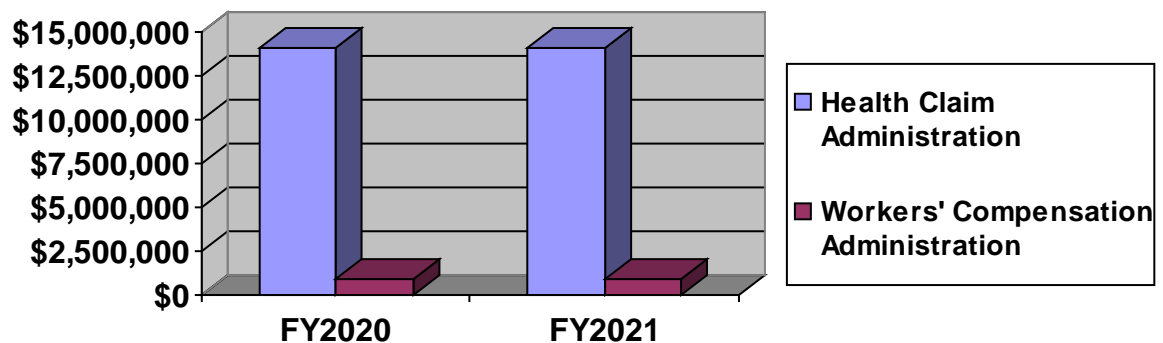
The college is self-insured for medical, vision, dental insurance, and workers' compensation claims for its employees. Funding is provided by a charge to individual department budgets, an employee contribution thru payroll, and interest earned on reserves. These charges represent the source of revenue for this fund.

The expenditures for this fund include medical, vision, dental claims, and workers' compensation claims paid on behalf of the participants. The college also maintains stop-loss coverage for individual medical claims over \$250,000. For workers' compensation claims, the current stop-loss limits are \$400,000 specific and \$1,000,000 in the aggregate.

**Self-Insurance Revenue**



**Self-Insurance Expenditures**



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

**SELF-INSURANCE FUND REVENUE AND EXPENDITURES**  
Year Ended June 30, 2021

	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>REVENUES</b>			
<b>SALES AND SERVICE FEES</b>			
Fees	\$ 13,166,105	\$ 14,300,000	\$ 14,350,000
<b>INTEREST</b>	28,143	20,000	15,000
<b>MISCELLANEOUS</b>			
Employee Contributions	566,828	535,000	535,000
Other revenue	<u>72,357</u>	<u>70,000</u>	<u>65,000</u>
Total Other Sources	<u>639,186</u>	<u>605,000</u>	<u>600,000</u>
<b>Total Revenues</b>	<u><u>\$ 13,833,433</u></u>	<u><u>\$ 14,925,000</u></u>	<u><u>\$ 14,965,000</u></u>
<b>EXPENDITURES</b>			
By Program:			
<b>Health Claims Administration</b>			
Employee benefits	\$ 9,874,805	\$ 13,554,000	\$ 13,563,000
Contractual services	452,124	525,000	550,000
Material and supplies	<u>-</u>	<u>2,000</u>	<u>2,000</u>
Total Health Claims Administration	<u>10,326,928</u>	<u>14,081,000</u>	<u>14,115,000</u>
<b>Workers Compensation Administration</b>			
Employee benefits	<u>556,726</u>	<u>844,000</u>	<u>850,000</u>
<b>Total Expenditures</b>	<u><u>\$ 10,883,654</u></u>	<u><u>\$ 14,925,000</u></u>	<u><u>\$ 14,965,000</u></u>

## **WORKING CASH FUND**

The Working Cash Fund is to account for the proceeds of three working cash bond issues. In 1972, 1976, and 1985, the college issued \$1,000,000, \$775,000 and \$3,000,000, respectively, in working cash bonds. The bonds were levied for and repaid through property tax revenue. The bonds have been fully repaid, and this fund represents the proceeds plus interest earned from these bonds.

The purpose of the Working Cash Fund is to give the college resources to meet payroll and operating expenses while waiting for the receipts from property tax levies. The Board of Trustees votes on a resolution every year to allow the college treasurer to borrow from this fund. At the end of each fiscal year, it is the college's policy to repay this fund from property tax receipts.



**JOLIET JUNIOR COLLEGE-  
COMMUNITY COLLEGE DISTRICT NO. 525**

WORKING CASH REVENUE AND EXPENDITURES  
Year Ended June 30, 2021

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	<u>FY 2019 Actual</u>	<u>FY 2020 Budget</u>	<u>FY 2021 Budget</u>
<b>REVENUES</b>			
<b>Interest</b>	<u>\$      153,030</u>	<u>\$      125,000</u>	<u>\$      75,000</u>
 <b>EXPENDITURES</b>	 <u>\$                  -</u>	 <u>\$                  -</u>	 <u>\$                  -</u>

# GRANTS

# GRANTS

## Overview

As the single point of contact for creation of all grant proposals, Joliet Junior College (JJC) Grant Operations is a centralized administrative unit that oversees pre and post award grant processes. Proposals are submitted to both public and private external sources to: foster learning and teaching; meet student, community and workforce needs; and promote institutional growth and effectiveness. Grant funding supports the institutional goals, strategic priorities and mission of JJC. The grants management function ensures compliance with grant regulations, assurances, and certifications.

## COVID 19 Impact

Like other institutions of higher education, in 2020 grants at JJC were impacted by the sudden and rapid onslaught of the Coronavirus. Observing State and Federal disaster proclamations in March, JJC's campuses closed. Grant-funded programs quickly adapted and shifted processes with limited disruption to scheduled deliverables. JJC grant managers created detailed strategies to work remotely so that grant-funded activities could continue. Moving forward, the depth of disruption to future grants and grant funded programs may be unknown, but systems are in place in Grant Operations to facilitate continued compliance to grant requirements.

## Diverse Funding

Under the oversight of JJC's Institutional Advancement office, the Grants Operations team is the College's authorized organizational representative for the submission of grant proposals to federal government agencies such as the: U.S. Departments of Education; Labor; Transportation; and the National Science Foundation. In addition to federal awards JJC receives grant funding from State agencies including: Illinois Community College Board (ICCB); Illinois Secretary of State; Illinois State Board of Education; and the Illinois Department of Human Services. Grant funding also comprises awards from corporate foundations. Of note in FY20, JJC was awarded \$80,000 from the Illinois Department of Commerce & Economic Opportunity to bring back to campus an Illinois Small Business Development Center (SBDC) program. Also noteworthy was a \$500,000 ICCB Workforce Equity grant for the creation, support, or expansion of short-term workforce training opportunities in high-need communities with identified workforce gaps.

In FY20, JJC's adult education programs were awarded over \$2,000,000 from multiple Illinois agencies to provide services including: adult basic education, literacy, and English as a second language. JJC's career and technical education benefitted from over \$500,000 from the Carl D. Perkins grant which is allocated through ICCB. Perkins funding benefitted JJC students in a multitude of areas including: Agriculture, Adult Education & Literacy, Culinary Arts, Nursing & Allied Health, Emergency Services, Technical; and Workforce Development. A key principle of the Perkins grant is to prepare special populations enrolled in career and technical education programs for high-skill, high wage or high demand occupations that will lead to self-sufficiency.

JJC continues to help meet the needs of businesses for skilled workers, as well as the training education and employment needs of individuals through Workforce Investment

Act (WIA) and Workforce Innovation & Opportunity Act (WIOA) funding. Since 1997, JJC has been the primary training provider for Will and Grundy Counties under WIA/WIOA. FY21 will be off to a productive start with over \$400,000 from the Grundy, Livingston, Kankakee Workforce Board and approximately \$2,000,000 from the Will County Work Force Investment Board.

### **Compliance & Performance**

The post award phase of grants includes implementing the grant, reporting progress, and completing the closeout requirements. Increased competition for a declining pool of federal dollars, heightened scrutiny of grant accounting processes, as well as performance outcomes dictate the need for comprehensive grants administration compliance efforts. Grant Operations provide advice and interpretation of grant legislation, regulations, and guidelines, with adherence to the Uniform Guidance and Federal Acquisition Regulations. To facilitate post-award compliance, Grants Operations schedules quarterly desk audits of grants in order to ensure that grant requirements are met.

### **Anticipated FY21 Funding**

In FY21, JJC expects to receive total restricted grants of \$51,310,603. That amount is broken down as follows: \$29,828,659 in federal government grants including financial aid, \$21,451,944 in state grants including Joliet Junior College's on behalf payment from the State University Retirement System (SURS), and \$30,000 in grants from other sources. Both state and federal grants are receiving level funding, or only slight increases for FY21.

**JOLIET JUNIOR COLLEGE**  
**FY21**  
**GRANT PROJECTION - Government, Foundation, Corporate**  
**JULY 1, 2020 - JUNE 30, 2021**

Granting Agency - Government	Title	JJC Department	Grant Manager	Funding Entity	Amount	Start Date	End Date	Description
<b>COMPETITIVE GRANTS</b>								
American Assoc. Community Colleges	Expanding Apprenticeships <b>Year 2 of 3</b>	Workforce Development	Dean, Applied Arts, Workforce Education	Federal	\$45,853	7/1/2019	2/28/2022	Apprenticeship Program Total award \$140,000
Illinois Community College Board	Early School Leavers	Workforce Education	Director, Workforce Education	State	\$75,000	7/1/2020	6/30/2021	Provides GED preparation and job training for clients who leave high school before graduation
Illinois Board Higher Education	IL Cooperative WorkStudy Program	Career Services	Director, Career Services	State	\$36,000	7/1/2020	6/30/2021	Workstudy jobs for students
Illinois Dept Commerce	Small Business Development Center	Corporate & Community Services	Dean, Applied Arts, Workforce Education	Federal	\$80,000	1/1/2020	12/31/2020	Small business development assistance
Illinois Secretary of State	Adult Literacy Grant	Workforce Education	Director, Workforce Education	State	\$84,621	7/1/2020	6/30/2021	Provides literacy services for adult learners
Illinois Secretary of State	Penny Severns Family Literacy Grant	Workforce Education	Director, Workforce Education	State	\$26,454	7/1/2020	6/30/2021	Family literacy services
U.S. Department of Education	TRiO Student Support Services: <b>Year 1 of 5</b>	Student Support Services	Director, TRiO Programs	Federal	\$378,361	9/1/2020	8/31/2025	Serves first generation/low income/disabled students - Total award \$1,914,507
U.S. Department of Education	TRiO Educational Talent Search <b>Year 5 of 5</b>	Educational Talent Search	Director, TRiO Programs	Federal	\$240,000	9/1/2016	8/30/2021	Provides academic, career, and financial counseling to high school students to continue on to and complete their postsecondary education - Total award \$1,200,000
U.S. Department of Education	CCAMPIS <b>Year 3 of 4</b>	Early Childhood Center	Manager, Early Childhood Center	Federal	\$89,769	10/1/2018	9/30/2022	Provides support to parents for child care - Total award \$359,076
National Science Foundation	NSF S-Stem <b>Year 4 of 5</b>	Arts & Sciences	Dean, Arts & Sciences	Federal	\$139,538	2/1/2018	1/31/2023	Scholarships for STEM students - Total award \$649,901
<b>COMPETITIVE GRANTS, GOVERNMENT</b>					<b>\$1,149,743</b>			
<b>Illinois AGENCY ALLOCATED GRANTS</b>								
Illinois Community College Board	Adult Education	Workforce Education	Director, Workforce Education	Federal/State	\$1,845,000	7/1/2020	6/30/2021	Supports Adult Education instructional and support programs: Federal Basic \$600,000 E/L Civics \$45,000 State Basic \$800,000 State Performance \$400,000
Illinois Community College Board	Carl D. Perkins Career and Technical Education	Career/Technical Education	Dean of Career & Technical Education	Federal	\$659,885	7/1/2020	6/30/2021	Supports career and technical education
Grundy, Livingston, Kankakee Workforce Board	WIA Youth Programs	Workforce Education	Director, Workforce Education	Federal	\$181,402	7/1/2020	6/30/2021	Provides training and support services to eligible youth
Grundy, Livingston, Kankakee Workforce Board	Adult and Dislocated Workers Work Readiness Programs (Career Certified)	Workforce Education	Director, Workforce Education	Federal	\$308,434	7/1/2020	6/30/2021	Provides job readiness training
Will County Workforce Investment Board	Adult and Dislocated Workers Programs	Workforce Education	Director, Workforce Education	Federal	\$215,352	7/1/2020	6/30/2021	Provides training and support services to qualified candidates
Will County Workforce Investment Board	My Future - Youth GED; Youth Work Readiness & Occupational Training for Youth Program (Connect to your Future)	Workforce Education	Director, Workforce Education	Federal	\$1,657,460	7/1/2020	6/30/2021	Provides assistance to targeted youth in employment & academic success & occupational skill training program for low-income youth
<b>ILLINOIS AGENCY ALLOCATED GRANTS</b>					<b>\$4,867,533</b>			
<b>FY 21 Total All Grants: as of May 22, 2020</b>								
					<b>\$6,017,276</b>			

# **CAPITAL/FACILITIES MASTER PLAN**

## EXECUTIVE SUMMARY

Joliet Junior College's (JJC) Capital Improvement Plan (CIP) for FY21 integrates the Master Plan, previously approved infrastructure improvements and the planned annual capital improvements.

The CIP places greater emphasis on safety, interior finishes, site improvements, utility systems, and mechanical equipment. The project list was collectively created from project requests, Facility Service Department assessments, the Facility Condition assessment and the college Master Plan.

This fiscal year the college will embark on approximately \$2.5 million of restricted Operations and Maintenance (O & M) Fund projects, and \$1 million of Protection, Health and Safety (PHS) projects. These projects are identified in 12 categories. No Annual Improvement project requests were approved this fiscal year.

The scope of the Resource Allocation Management Plan (RAMP) is listed within this document. In 2017 the state appropriated \$10 million for the City Center build-out, but the remaining \$16.1 million has not been received.

Additional information is also included to explain all aspects of the capital program. A narrative description of capital funds that support the program is included and projects are organized by funding source. The process for developing the CIP is detailed, especially in relation to the college's Master Plan.

## **CIP PROCESS**

The CIP is designed to ensure that facilities renewal and improvement projects are planned, organized, and coordinated effectively to support the mission and vision of the college. The program is updated annually in conjunction with the budget process beginning in January. Plan objectives and goals include:

- Facilitate learning through facility enhancements
- Ensure facility compliance with environmental, health and safety regulations
- Extend the life expectancies of buildings and infrastructure
- Construct new facilities to meet the academic demands of a growing community

### **1. Capital Improvement (Master Plan)**

Master Plan development

- Develop the college Master Plan considering short- and long-range needs with input from the Master Plan Steering Committee and outside architects
- Solicit needs from all departments at all campuses
- Prioritize projects related to the Master Plan
- Review by President's Cabinet
- Hire financial analyst firm advisor to develop potential funding sources
- Present to JJC Board of Trustees for consideration and approval
- Submit final plan to the Illinois Community College Board (ICCB)

### **2. Capital Renewal and Deferred Maintenance (Infrastructure) Plan**

The college completed a facility condition assessment report in FY08. The purpose of this analysis is to obtain an independent review of present facility conditions and what future funding and management programs are required to maintain the functional operations of the college.

- Develop life-cycle building system and infrastructure replacement plan
- Utilize outside assistance to develop plan
- Implement plan utilizing Facility Services computerized maintenance management system (TMA) software
- Facility condition assessments project a Facilities Condition Index and renewal/replacement spending over time
- For reporting purposes, projects are broken down according to the following major building and infrastructure components:
  - exterior wall systems
  - conveying systems
  - heating systems
  - electrical systems
  - cooling systems
  - roofing systems
  - interior systems
  - electrical lighting
  - safety systems



- plumbing systems
  - site work
  - specialty projects
- Facility Services Department reviews and modifies the plan and reports monthly on status to the Buildings and Grounds Committee. Plan modifications may be necessitated by a failure to obtain funding from outside sources, unanticipated building system or equipment failures, unforeseen safety concerns, etc.

### 3. Annual Capital Improvement (Immediate Needs)

For the college's purposes, annual projects include:

- The installation of any item of equipment to be permanently attached to the building or connected to a building system
- Installation of new furnishings, computer, telecommunications or media equipment
- Alteration of space

Annually, during the month of January, Financial Services, in conjunction with Facility Services Department, requests all academic and administrative departments, faculty, employees and students to submit project requests. Project requests submitted after the deadline are deferred for consideration until the following budget preparation period.

The project request provides a summary overview of the proposed project and addresses only pertinent facts that will enable administration to come to a decision regarding continuance with more planning information.

- **Project Narrative/Justification** - A brief narrative description of the deficiencies with the existing situation and how and when the proposed project will alleviate the identified deficiencies. Items considered are demand, functionality, physical condition, etc. How the project will relate to college goals and objectives must also be explained.
- **Alternatives to the Proposal** - All alternatives are discussed and considered. Special attention should be given to those alternatives which could reduce the cost of the proposed project.
- **Space Analysis** - Using the space utilization study as a guide, an explanation of space needs, space availability, flow patterns, future growth, if applicable, function analysis and the effect of the proposed space alterations on space and functions of other departments or services is provided.
- **Furniture/Equipment Need** - New furniture and equipment needs should be identified.
- **Technology/Media Requirements** - The needs for technology equipment and services should be identified.
- **Impact Analysis** – Explanations of both the impact on the operating budget as well as the impact of not proceeding now with this plan are included.

Projects are evaluated using the following criteria:

- Conformance with the Strategic & Master Plans
- Impact on college support services
- Cost and availability of funds
- Code compliance
- Impact on program operations
- Aesthetics
- Impact on building systems
- Availability of space
- Impact on adjacent areas

Upon completion of the review, Facility Services submits cost estimates for the requested projects. The submittal will include a total project budget summary for each project along with an analysis of the project impact.

Following President's Cabinet review and approval, the Facility Services Department will prepare an annual improvement project list for submission to the college's Board of Trustees for review.

Upon review by the Board of Trustees, the Facility Services Department will begin the project management process.

The following pages give details of the Master Plan, the Capital Renewal and Deferred Maintenance Plan, and the annual capital improvement (immediate) needs.

## **FACILITY MASTER PLAN**

### **Overview**

The Master Plan is a critical review of the existing facilities and land use for JJC, as well as a plan of prioritized recommendations which responds to the challenges facing the college as it functions in a growing community.

### **Purpose**

The purpose of the JJC Master Plan is to provide a rational and orderly system to address existing physical concerns, and accommodate future needs throughout the JJC district. In order to help accomplish the college's vision, mission, core values and Strategic Plan, additional structures and other improvements to its existing physical resources have been approved by the board.

The steering committee focused its efforts on the physical needs of the Main Campus, Romeoville Campus, Weitendorf Center and City Center Campus, while acknowledging the need for a continued presence in Grundy County and the potential need for a new presence in Bolingbrook and in the eastern part of the JJC district.

## Process

The master planning process is organized and overseen by a steering committee that comprised representatives from the Board of Trustees, faculty and administration. The steering committee also establishes the following overall goals:

- Strategic alignment
- Function and aesthetics
- Prioritized growth
- Programmatic focus
- Financial responsibility
- Sustainable approach

The planning effort also involves a wide cross-section of other faculty, administration, staff, students, and community members who provide valuable input during the numerous space needs, interviews and focus group meetings. Interaction with the steering committee and President's Cabinet occurs during a series of on-campus meetings and presentations. Between these sessions, the master planning team documents generated and developed concepts and ideas for review at subsequent sessions.

The ICCB requires the Master Plan to be updated every five years. The 2019-2023 Master Plan was completed in FY18.

## 2019 - 2023 MASTER PLAN

Four projects have been identified to be funded from the master plan. FY21 A/E firms will be engaged to initiate the design process.

Respiratory Therapy Program – Provide A/E services for the build out of anticipated reception area, offices, classrooms, multipurpose room and a lab classroom contained in approximately 7,000 SF of shell space within the existing Health Professions U-building on main campus. Estimated budget \$1,275,000

City Center Campus Site Work – Provide site/civil engineering services for the creation of a two-phased parking plaza at the City Center location. Estimated Budget \$500,000

Campus Police Facility Renovation – Provide A/E services for the build-out of a campus police facility incorporating locker rooms for an existing fitness center. This is demolishing and remodeling approximately 13,850 SF of existing campus police and locker room area located within the G building on main campus. A sally port addition to the G-building will be designed as an alternate bid. Estimated Budget \$4,221,000

Bridge Connecting J & T Buildings – Provide A/E services for design of a new raised, enclosed and tempered bridge connecting the first floor of J-building to the second floor of T-building on main campus. This bridge will be approximately 16 feet wide x 450 feet long (approx. 7,200 sq. ft.). Estimated Budget \$8,000,000

## 2019 - 2023 MASTER PLAN OUTCOMES

The following master plan recommendations will be prioritized and completed as funding becomes available. The dates that follow the projects reflect the master plan years each project was requested.

Project	2008 Master Plan	2013 Master Plan	2019 Master Plan	2023 Master Plan
Renovation of G-building for Campus Police expansion.	x	x	x	x
Expansion of G-building to accommodate attached garage for campus police vehicles and equipment.	x	x	x	
Land purchase in the eastern portion of the district.	x	x	x	
Construct a bridge to connect T-building with J-building.	x	x	x	x
Expansion of K-building for Fine Arts to create an inviting entrance and provide additional program space.		x	x	
Renovation to ground floor J-building to include a conference center and additional classrooms and office spaces.			x	
Build out shell space on the third floor of J-building for Fine Art department's needs.			x	
Expand T-building to accommodate space needs.			x	
Build out shell space in U-building to support Academic Excellence and Support program needs.			x	
Respiratory Therapy program A/E services for build-out in U-building				x
City Center campus site/civil engineering services for parking plaza				x

## **CAPITAL RENEWAL & DEFERRED MAINTENANCE PLAN**

### **CAPITAL FUNDING SOURCE DESCRIPTION**

#### **RAMP**

A community college may request state funding for up to 75 percent of total project costs of any type of project listed in ICCB Rule 1501.603. The vehicle for requesting state funds is the RAMP request submitted to the ICCB in July of each year. ICCB staff reviews all requests submitted in RAMP to determine their eligibility for funding. Eligible projects are then rated and prioritized. The projects receiving the highest evaluation are submitted to the ICCB for its consideration. Approved projects comprise the annual ICCB budget request to the Illinois Board of Higher Education (IBHE). Final approval and funding for RAMP projects are dependent on recommendations and action by the Governor and State Legislature.

#### **PHS Funds**

PHS projects are authorized by Section 3-20.3.01 of the Public Community College Act. The purpose of this funding is to alter and repair the facilities of a district such that the health and safety of the occupants may be protected, energy may be conserved, handicapped accessibility may be increased, the structural integrity of the facility may be preserved, or environmental hazards corrected.

Section 3-20.3.01 of the Public Community College Act provides two methods of funding PHS projects. ICCB approval is required for either method. Upon approval, the ICCB will issue a certificate of approval authorizing the college to sell bonds or levy a tax. The law permits a college to have a total of \$4.5 million in PHS bonds outstanding at any one time. Taxes may be levied up to \$.05 per \$100 of equalized assessed valuation for any one year. Also, projects may be funded using both bond proceeds and tax levy authority.

#### **Grants**

Capital renewal grants are state grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as certified by the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer (A/E) services; supplies; fixed equipment and materials; and all other expenses required to complete the work. These funds will not lapse at the end of the fiscal year.

Energy-related grants and rebates that have been received through organizations such as ComEd, Nicor or Illinois Clean Energy Foundation enable JJC to further expand energy saving initiatives.

## **O & M Restricted Funds**

O & M Restricted Funds are identified as surplus monies from the O & M levy used for building and site acquisition purposes. Monetary funds identified as surplus in the Education and O & M funds for the current fiscal year will be transferred at year-end into this fund.

## **Bond Funding**

The college has the ability to raise funds from the capital markets through the issuance of bonds and/or debt certificates. Bonds can be sold and repaid with either property taxes or a specific revenue source. Bonds supported by property taxes must be approved by the voters through referendum. Alternative revenue bonds or debt certificates can be sold if a specific revenue source is identified such as tuition. In 2013 and 2008, the college borrowed \$45 million and \$70 million respectively, by issuing alternate revenue bonds which will be repaid with an increase to the student capital fees. In 2009, the taxpayers of the Community College District #525 successfully passed an \$89 million referendum.

## **Capital Assessment Fee**

A capital assessment fee is currently levied at the rate of \$21 per credit hour. This assessment supports the 2013 and 2008 bond issues and other capital projects. This capital fee is paid by all students and is solely used for costs associated with capital projects.

## FY21 Capital Improvement Program

	PHS	RAMP	Restricted O&M	Total All Projects
<b>Exterior Walls System 0371-301-534.000</b>				
Exterior wall tuck-pointing and painting			\$70,000	\$70,000
Replace windows with broken seals			\$75,000	\$75,000
Replace exterior windows S-1003 Flower Shop classroom			\$15,000	\$15,000
Misc. EIFS repairs			\$10,000	\$10,000
Misc. windows			\$10,000	\$10,000
Misc. doors			\$5,000	\$5,000
<b>Conveying Systems 0371-302-534.000</b>				
Misc. equipment replacement			\$8,000	\$8,000
<b>Heating Systems 0371-303-534.000</b>				
Destratification fans S/T-Building concourses			\$45,000	\$45,000
Radiant heat H-Building (Bridge) for water/sanitary piping			\$55,000	\$55,000
D-Building entryway add VAV			\$35,000	\$35,000
Misc. heating equipment replacement			\$10,000	\$10,000
<b>Electrical Systems 0371-304-534.000</b>				
Misc. equipment/electrical repair			\$10,000	\$10,000
<b>Cooling Systems 0371-305-534.000</b>				
Chiller roof piping insulation			\$126,000	\$126,000
Misc. cooling system repairs			\$10,000	\$10,000
<b>Roofing System 0371-306-534.000</b>				
B-building roof replacement			\$370,000	\$370,000
K-building roof replacement			\$390,000	\$390,000
Misc. roof repairs			\$10,000	\$10,000
<b>Interior Systems 0371-307-534.000</b>				
Replacement of carpet/tile			\$50,000	\$50,000
Painting work			\$35,000	\$35,000
Signage			\$50,000	\$50,000

*continued*

	<b>PHS</b>	<b>RAMP</b>	<b>Restricted O&amp;M</b>	<b>Total All Projects</b>
Ceiling Replacement			\$50,000	\$50,000
ADA transition plan			\$15,000	\$15,000
Epoxy flooring - Natural Science- phase 3			\$100,000	\$100,000
Epoxy flooring – Auto Shop			\$100,000	\$100,000
Misc. renovations (office moves, etc.)			\$20,000	\$20,000
Carpet U-building concourse			\$85,000	\$85,000
Replace Theatre carpet			\$55,000	\$55,000
Misc. ACT replacement			\$15,000	\$15,000
<b>Electrical Lighting 0371-308-534.000</b>				
Replace interior light fixtures			\$45,000	\$45,000
Replace original auto shop lights with LED			\$37,000	\$37,000
Misc. electrical lighting			\$15,000	\$15,000
<b>Safety Systems 0392-320-584.000</b>				
Replace air handler and provide cooling to G-Building 2 <sup>nd</sup> floor	\$785,000			\$785,000
Camera replacement phase II	\$35,000			\$35,000
Keyless entry	\$125,000			\$125,000
Theatre stage floor replacement	\$95,000			\$95,000
<b>Plumbing Systems 0371-310-534.000</b>				
Misc. repairs			\$10,000	\$10,000
<b>Site Work 0371-312-534.000</b>				
Parking lot improvements			\$315,000	\$315,000
Ring road lighting conduit/wire replacement			\$30,000	\$30,000
LED parking lot lighting			\$50,000	\$50,000
Asphalt crack sealing			\$50,000	\$50,000
Misc. site work improvements			\$15,000	\$15,000
<b>Specialty Projects 0371-311-534.000</b>				
Asset Calc/TMA integration			\$40,000	\$40,000
Misc. A/E projects			\$60,000	\$60,000
	<b>\$1,040,000</b>	<b>\$0</b>	<b>\$2,496,000</b>	<b>\$3,536,000</b>



## 2021 CAPITAL IMPROVEMENT PLAN PROJECT DESCRIPTIONS

### EXTERIOR WALL SYSTEM 0371-301-534.000

**Exterior Wall Tuck-pointing and Painting:** Exterior walls of the original buildings located on the main campus are spalling and peeling. Moisture from freeze/thaw are causing joints to fail and require tuck-pointing. Façade finishes are peeling that will require sand blasting and reapplying a textured finish. It is planned that this will be a multi-year approach to work around the entire campus. Estimated Cost: \$70,000

**Replace Windows With Broken Seals:** Several windows around the existing campus have broken seals and need replacement. This will also include replacing any broken windows that happen through the fiscal year. Estimated Cost: \$75,000

**Replace Windows in S-1003 Flower Shop Classroom:** The existing flower shop classroom has original windows that are single pane glazing. These windows will be replaced with more efficient 1” insulated glazing. Estimated Cost: \$15,000

**Miscellaneous EIFS Repairs:** There is an annual requirement for patching and painting to prevent EIFS system failure. This also covers any necessary patching and painting of exterior wall systems of similar construction. Estimated Cost: \$10,000

**Replacement of Miscellaneous Windows:** The Main Campus has windows that are original to the campus. From time to time these windows require maintenance or even replacement. This project scope provides for identifying and addressing such windows when required. Estimated Cost: \$10,000

**Replacement of Miscellaneous Doors:** The Main Campus has doors that are original to the campus. From time to time these doors require maintenance or even replacement. This project scope provides for identifying and addressing such doors when required. Estimated Cost: \$5,000

### CONVEYING SYSTEMS 0371-302-534.000

**Miscellaneous Equipment Replacement:** The College has addressed the elevators that were in need of replacement but the other elevators encounter parts that fail throughout the year. The project scope is to replace any elevator components that fail during the year. Estimated Cost: \$8,000

### HEATING SYSTEMS 0371-303-534.000

**Destratification Fans S/T-Building Concourses:** The existing concourses in S/T-buildings is difficult to maintain a consistent temperature. Adding destratification fans near the ceiling will make for more consistent temperatures. Estimated Cost: \$45,000

**Radiant Heat H-Building (Bridge) for Water/Sanitary Piping:** The existing water main and sanitary piping running under the bridge runs the risk of freezing in the winter time since the steam boiler piping is no longer in service to prevent such a catastrophe. A radiant

heat system will be added to maintain a minimal temperature of these lines. Estimated Cost: \$55,000

**Add VAV at D-Building Entry:** The existing entrance at the D-building has heating and cooling issues with difficulty maintaining temperatures. A VAV will be added for better control. Estimated Cost: \$35,000

**Miscellaneous Heating Equipment Replacement:** The project scope is to replace any unforeseen heating components that fail during the year. Estimated Cost: \$10,000

## **ELECTRICAL SYSTEMS                      0371-304-534.000**

**Miscellaneous Equipment/Electrical Repair:** The College continues to address electrical systems in need of replacement but there may be components that fail throughout the year. The project scope is to replace any electrical components that fail during the year. Estimated Cost: \$10,000

## **COOLING SYSTEMS                      0371-305-534.000**

**Chiller Roof Piping Insulation:** The existing chiller piping insulation on the S & T-building roofs is failing and requires replacement. New aluminum jacket and insulation will be installed. The scope is inclusive of construction documents. Estimated Cost: \$126,000

**Miscellaneous Cooling System Equipment Repair:** The College continues to address cooling systems that are in need of replacement but there may be components that fail throughout the year. The project scope is to replace any cooling components that fail during the year. Estimated Cost: \$10,000

## **ROOFING SYSTEMS                      0371-306-534.000**

**B-Building Roof Replacement:** The B-building roof is beyond its useful life with an expired warranty and is showing signs of brittleness and failure. Areas are beginning to leak and require constant maintenance attention. This project consists of engineering fees and construction costs for the removal, replacement and installation of a new EPDM roof system to match adjacent roofs. Estimated Cost: \$370,000

**K-Building Roof Replacement:** The K-building roof is beyond its useful life with an expired warranty and is showing signs of brittleness and failure. This project consists of engineering fees and construction costs for the removal and replacement and installation of a new EPDM roof system to match adjacent roofs. Estimated Cost: \$390,000

**Miscellaneous Roofing Repairs:** The College continues to address roofing systems that are in need of replacement but failures occur during the year. The project scope is to repair/maintain any failures during the year. Estimated Cost: \$10,000

## **INTERIOR SYSTEMS      0371-307-534.000**

**Replacement of Carpet/Tile:** The replacement of worn vinyl composition tile (VCT), carpet and other flooring material is an ongoing effort by the college. This project will continue those efforts by replacing carpet in office areas, and classrooms that have not yet received new flooring. New flooring is bought to match the current standards set forth as part of the current Master Plan. Estimated Cost: \$50,000

**Painting Work:** Scheduled painting of classrooms and offices is an ongoing effort by the college. This project will continue those efforts by performing patching and painting in offices and classrooms to match the current JJC standards. Estimated Cost: \$35,000

**Signage:** New signage consistent with the Colleges new standards is required in some existing and renovated areas. This scope provides continued upgrade of college signage. Estimated Cost: \$50,000

**Ceiling Replacement:** As part of upgrading lighting to LED, there are classrooms and offices that have old ceiling systems that will be replaced to match ne upgraded ceilings. This includes removing hard ceiling areas with ACT ceiling for easier maintenance access. Estimated Cost: \$50,000

**ADA Transition Plan:** There are existing areas around campus that are not in compliance with the current ADA regulations. The college is mandated to maintain ADA accessible facilities. Through a multi-year phasing plan, the college will go through and make necessary corrections to be in compliance with all known deficiencies. Estimated Cost: \$15,000

**Epoxy Flooring – Auto Shop:** The current auto shop epoxy floor is beyond useful life-it's chipping and cracking and requires recoating. This project is inclusive of construction documents. Estimated Cost: \$100,000

**Epoxy Flooring – Natural Science:** In the new as well as existing Natural Science building, epoxy floors were value-engineered out during the Master Plan construction. This project phases in an epoxy flooring system in the science labs. Estimated Cost: \$100,000

**Miscellaneous Renovations (office moves, etc.):** Minor renovations do not always get captured in planning but require a variety of infrastructure modifications such as electrical, data, phone, walls, doors, etc. Estimated cost: \$20,000

**Carpet U-Building Concourse:** The existing carpet in U-building is beyond useful life and is showing wear and tear. Carpet will be replaced with new carpet squares to match current JJC standards. Estimated Cost: \$85,000

**Replace Theatre Carpet:** The existing theatre carpet is 20 years old and showing wear and tear and requires replacement. New carpet will be installed to match JJC standards. Estimated Cost: \$55,000

**Miscellaneous Acoustical Ceiling Tile Replacement:** Areas of acoustical ceiling become damaged or worn during any given fiscal year. This project scope repairs or replaces ceiling grid and tiles to match existing JJC standards. Estimated Cost: \$15,000

#### **ELECTRICAL LIGHTING            0371-308-534.000**

**Replace Interior Light Fixtures with LED:** The College will continue with the replacement of old fluorescent light fixtures with LED light fixtures. The replacement of these light fixtures is an ongoing sustainability effort by the college. The College will seek energy efficient rebates when available. Estimated Cost: \$45,000

**Replace Original Auto Shop lights with LED:** The existing auto shop has T8 fluorescent light fixtures. These fixtures will be replaced with new energy efficient LED lighting. Facilities will seek energy efficient rebates available at time of replacement. Estimated Cost: \$37,000

**Miscellaneous Electrical Lighting:** Miscellaneous areas of lighting requiring repairs or replacement that are unplanned may be identified during the fiscal year. Estimated Cost: \$15,000

#### **SAFETY SYSTEMS            0392-321-534.000**

**Replace Air Handler and Provide Cooling to Second Floor of G-Building:** As part of JJC replacement of original air handlers, to coincide with the master plan project for the Campus Police remodel. The existing air handler and mechanical room will be replaced within the new Campus Police layout as well as chiller piping and new air handler at the second floor of G-building. Estimated Cost: \$785,000

**Camera Replacement:** There are areas around campus that require camera coverage for additional increased safety and wellbeing of our students, faculty and staff. There are old cameras that require replacement with updated technology. Video surveillance is a critical part of our comprehensive safety and security program. Estimated Cost: \$35,000

**Keyless Entry:** The keyless entry system is an ongoing program. This project will continue with interior doors at the Main and extended campuses as determined through priority planning with Campus Police. This project allows for further securing and monitoring of the college. Estimated Cost: \$125,000

**Replace Theatre Stage Floor:** The existing theater stage has become a safety issue with soft areas of flooring. This project will remove existing substrate and install new stage flooring. This project is inclusive of engineering fees. Estimated Cost: \$95,000

#### **PLUMBING SYSTEMS            0371-310-534.000**

**Miscellaneous Repairs:** Plumbing systems may fail throughout the year. This scope is to replace plumbing system components that may unexpectedly fail during the year. Estimated Cost: \$10,000

**SITE WORK                    0371-312-534.000**

**Parking Lot Improvements:** During the course of our recent Master Plan projects the parking layouts of the existing parking lots have been revised for improved capacity and safety standards. Surface wear and weathering has resulted in bleed through of former lot striping and markings. The scope of this project is to resurface, stripe parking lots and modify any required power, data, emergency phones and cameras. Estimated Cost: \$315,000

**Ring Road Lighting Conduit/Wire Replacement:** Existing conduit to ring road lighting is rusting and failing, causing lights to fail. This project will be a phased approach to replace metal conduit with PVC conduit and new wiring. Estimated Cost: \$30,000

**LED Parking Lot Lighting:** JJC has been phasing in replacement of existing parking lot lights to new energy efficient LED lighting. This project will complete the final change out of lights. Estimated Cost: \$50,000

**Asphalt Crack Sealing:** Existing ring roads and parking lots have extensive cracks, which cause asphalt failure from freeze/thaw over time. This is a phased approach to seal large cracks and patch failed areas. Estimated Cost: \$50,000

**Miscellaneous Site-work Improvements:** Over the years, pavement and sidewalks have become deteriorated and require attention. This project provides miscellaneous repairs or replacement to site work as needed. Estimated Cost: \$15,000

**SPECIALTY PROJECTS                    0371-311-534.000**

**EMG (AssetCalc)/TMA Communication and Update New and Existing Buildings to the Facility Condition Assessment:** The current facility condition assessment has not been upgraded since implementation of the Master Plan. This scope includes updating software, existing room numbers and incorporating required maintenance on new buildings as a result of the Master Plan. This also incorporates programming for our facility condition assessment (EMG-AssetCalc) and our work order system (TMA) to communicate with each other. Estimated Cost: \$40,000

**Miscellaneous A/E Projects:** This account is for any miscellaneous items that develop during the year that requires an Architect/Engineer. Estimated Cost: \$60,000

**ANNUAL IMPROVEMENT PROJECTS - No** Annual Improvement project requests were approved for this fiscal year.

**DEBT**

## DEBT SUMMARY

Total outstanding, long-term debt and interest payable as of June 30, 2020, is \$196,189,366. Debt service, or the amount budgeted for payment of principal and interest in FY21 is \$14,026,373. Of this amount, \$7,750,000 is for the payment of principal and \$6,276,373 is for the payment of interest. The following is a summary of the debt obligations.

- A general obligation refunding bond (alternate revenue source) issue dated December 17, 2012, for the advance refunding of a portion of the Series 2008 bonds to gain overall savings for the college, provides for the retirement of principal of \$100,000 in years 2021 through 2024, \$1,920,000 in 2025, 2,080,000 in 2026, \$1,240,000 in 2027 and \$3,000,000 in 2028. Interest is payable on December 1 and June 1 at 2.00% to 4.00%. The escrow account established by this issue invested in bond obligations of the State of Illinois. This escrow does not accomplish an in-substance defeasance of the refunded bonds. Therefore, the entire outstanding amount of the Series 2008 bonds is presented as an outstanding long-term obligation. The district has pledged tuition revenues for the repayment of these bonds. The original amount of the note was \$9,445,000. These bonds have an “AA” rating from Standard & Poor’s. \$ 8,640,000
- A general obligation refunding bond (alternate revenue source), Series 2013A, issue dated September 27, 2013, for the advance refunding of a portion of the Series 2008 bonds to gain overall savings for the college, provides for the retirement of principal of \$2,570,000 in 2021, \$2,975,000 in 2022, \$2,905,000 in 2023 and \$3,325,000 in 2024. Commencing in 2014, interest is payable on December 1 and June 1 at 5.00%. The escrow account established by this issue invested in bond obligations of the State of Illinois. This escrow does not accomplish an in-substance defeasance of the refunded bonds. Therefore, the entire outstanding amount of the Series 2008 bonds is presented as an outstanding long-term obligation. The district has pledged tuition revenues for the repayment of these bonds. The original amount of the note was \$14,465,000. These bonds have an “AA” rating from Standard & Poor’s, as well as an “Aa2” rating from Moody’s Investors Service. \$ 11,775,000



<ul style="list-style-type: none"> <li>• A general obligation bond issue (alternate revenue source), Series 2013B, dated November 19, 2013, for the support of a new multipurpose facility and for improvements to the Romeoville campus, provides for the retirement of principal of \$1,380,000 in 2029, \$1,545,000 in 2030, \$3,375,000 in 2031, \$3,570,000 in 2032, \$5,040,000 in 2033, \$5,305,000 in 2034, \$5,585,000 in 2035, \$5,880,000 in 2036, \$6,190,000 in 2037, and \$6,495,000 in 2038. Commencing in 2014, interest is payable on December 1 and June 1 at 5.00% to 5.50%. The district has pledged tuition revenues for the repayment of these bonds. The original amount of the note was \$44,365,000. These bonds have an “AA” rating from Standard &amp; Poor’s, as well as an “Aa2” rating from Moody’s Investors Service.</li> </ul>	\$ 44,365,000
<ul style="list-style-type: none"> <li>• A general obligation bond refunding bond (alternate revenue source), Series 2018, issue dated June 28, 2018, for the refunding of a portion of the Series 2008 bonds to gain overall savings for the college, provides for the retirement of principal of \$105,000 in 2021, \$190,000 in 2023, \$1,730,000 in 2025, \$1,780,000 in 2026, \$2,860,000 in 2027, \$1,290,000 in 2028, \$3,110,000 in 2029, \$3,215,000 in 2030, \$1,670,000 in 2031, and \$1,795,000 in 2032. Interest is payable on December 1 and June 1 at 3.0% to 5.0%. The district has pledged tuition revenues for the repayment of these bonds. The original amount of the note was \$20,395,000. These bonds have an “Aa2” rating from Moody’s Investors Service.</li> </ul>	\$ 17,745,000
<ul style="list-style-type: none"> <li>• A general obligation refunding bond, Series 2019, issue dated December 30, 2019, for the advance refunding of the remaining Series 2009B bonds on January 30, 2020 to gain overall savings for the college, provides for the retirement of principal of \$4,975,000 in 2021, \$5,275,000 in 2022, \$5,495,000 in 2023, \$5,900,000 in 2024, \$6,265,000 in 2025, \$6,945,000 in 2026, \$7,690,000 in 2027, \$8,430,000 in 2028 and \$9,305,000 in 2029. Interest is payable on July 1 and January 1 at 3.00% to 5.00%. The escrow account established by this issue invested in bond obligations of the State of Illinois. The original amount of the note was \$60,280,000. These bonds have an “Aa2” rating from Moody’s Investors Service.</li> </ul>	\$ 60,280,000
Total Long-Term Obligations	142,805,000
Less: Current Portion	<u>(7,750,000)</u>
Total	<u>\$135,055,000</u>

On December 30, 2019, the District issued \$60,280,000 in Series 2019 General Obligation Refunding Bonds with an average interest rate of 3.77%. The bond proceeds were used to advance refund \$65,675,000 of outstanding Series 2009 General Obligation Revenue Bonds with an average interest rate of 6.41%. The net proceeds and District funds were deposited in an irrevocable trust with an escrow agent and the Series 2009 bonds were redeemed on January 30, 2020. The District advance refunded the Series 2009 bonds to reduce its debt service payments over the next 9 years by \$9,648,998 (net of Build America Interest Rebate) and resulted in an economic gain of \$8,569,782.



The summary of future debt service requirements as of June 30, 2020, is as follows:

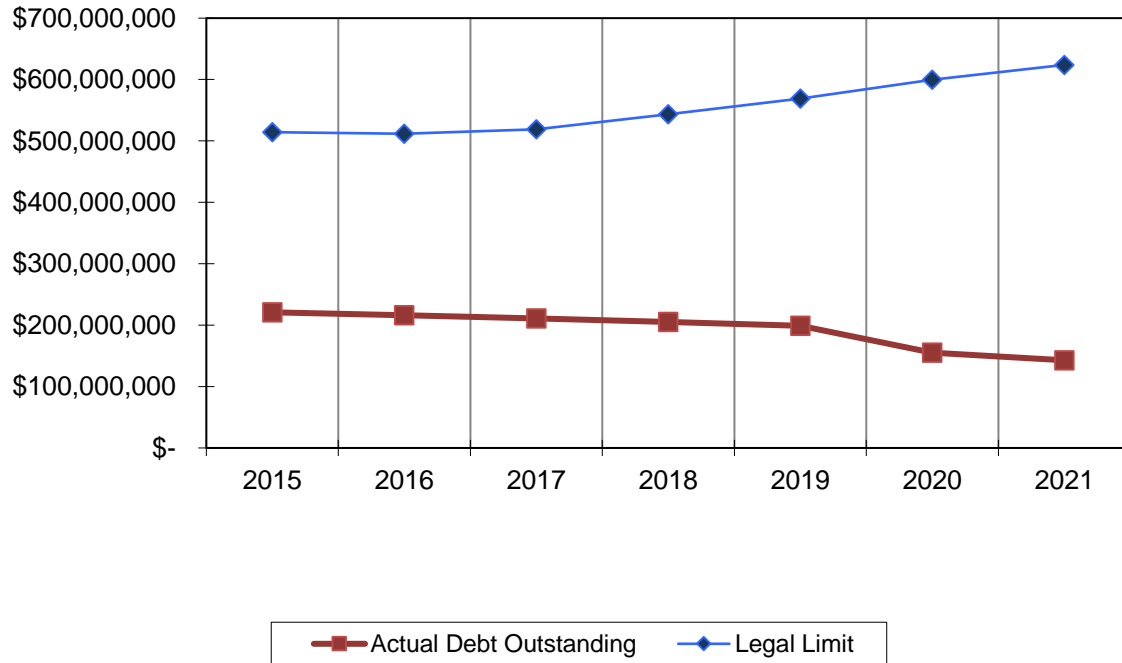
<u>Fiscal</u>			
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2021	7,750,000	6,276,373	14,026,373
2022	8,350,000	5,860,716	14,210,716
2023	8,690,000	5,422,940	14,112,940
2024	9,325,000	4,968,771	14,293,771
2025	9,915,000	4,476,000	14,391,000
2026	10,805,000	3,987,893	14,792,893
2027	11,790,000	3,434,498	15,224,498
2028	12,720,000	3,040,963	15,760,963
2029	13,795,000	2,623,450	16,418,450
2030	4,760,000	2,513,425	7,273,425
2031	5,045,000	2,299,850	7,344,850
2032	5,365,000	2,047,425	7,412,425
2033	5,040,000	1,779,275	6,819,275
2034	5,305,000	1,514,675	6,819,675
2035	5,585,000	1,236,162	6,821,162
2036	5,880,000	942,950	6,822,950
2037	6,190,000	634,250	6,824,250
2038	6,495,000	324,750	6,819,750
Total	\$ 142,805,000	\$ 53,384,366	\$ 196,189,366

### ***Debt Limits***

The legal debt limit or the total amount of debt that can be issued by the college is 2.875 percent of assessed valuation. Assessed valuation in levy year 2019 is \$21,701,519,941. At 2.875%, the debt limit translates into \$623,918,698. The current debt outstanding that applies to this limit totals \$60,280,000. This amount subtracted from the debt limit is the college's debt margin of \$563,638,698.

The graph illustrates how historically the college's total debt has been well below the legal limit.

**Legal Debt Limit vs. Debt Outstanding**



# **FINANCIAL POLICIES**

# FINANCIAL POLICIES

## *Financial and Budgetary Guidelines*

JJC's Board of Trustees recognizes the importance of protecting funds and using them sensibly. In addition to JJC policies and procedures, major aspects of budgeting and finance are prescribed by the *Illinois Public Community College Act* and the Illinois Community College Board (ICCB). These guidelines help keep the College financially viable and assist in planning, preparing and administering a balanced budget. Synopses of these guidelines are listed below.

## JJC BOARD APPROVED POLICIES

### **1.10.03 Officers of the Board-Treasurer and Designee Bonding**

The Treasurer of the Board, shall be bonded in accordance with the Public Community College Act. The penalty of the bond shall be 25% of the amount of all bonds, notes, mortgages, moneys, and effects of which the treasurer is to have custody.

### **8.01.00 Budget**

This policy describes the general guidelines for budgeting and the budgeting process.

Contained within this policy are the College's policies governing the preparation and approval of operating and capital budgets, policies defining the role of Financial Services and other departments, agencies and activities which participate in the budgetary process, and policies pertaining to the implementation and control of operating and capital budgets. These policies apply to all college divisions/agencies, departments and activities.

### **Budgeting**

The following policies govern budget preparation. An explanation of the role of the Financial Services Department is provided and the process by which operating activities, departments and divisions of the college participate in the preparation of budgets is described.

### **Preparation and Approval of College Budgets**

The President, through the President's Cabinet, has primary responsibility for planning, coordinating, and participating in the preparation of college budgets. Schedules, minimum standards, formats, procedures, and expenditure/revenue estimation criteria are promulgated by the Financial Services Department. Participation at all levels and managers responsible for specific accounts is an integral part of this process.

For purposes of this policy statement, annual operating budgets, capital budgets and other special purpose budgets are encompassed by the term College Budgets. This general policy statement is applicable to all funds, Federal, State and Local.

The Board approves the annual operating budgets of the College in accordance with state statutes.

Capital budgets and other special purpose budgets are approved by the Board of Trustees or the College President as appropriate.

***Budget Guidelines Covering Revenue Estimation and Expenditure Criteria***

The Vice President of Administrative Services is responsible for providing guidance pertaining to the estimation of revenues and projection of expenditures. Such guidance will come from the annual Three-Year Financial Plan presented to the Board. Additional guidance may take the form of communication provided by the State or result from independent studies and the application of budget assumptions.

This policy does not preclude activities from submitting justification for variance from standard guidelines in formats designated by the Financial Services Department.

Revenues will be estimated conservatively, using an objective and analytical approach.

All guidelines related to revenues will place primary emphasis on the estimates of the Controller.

***Balanced Budget***

Every effort will be made to submit a balanced operating budget (Education and Operations & Maintenance Funds) in which revenues are greater than or equal to expenditures and one-time revenues will not be used for operational expenditures.

***Timetable of Budget Functions***

It is the responsibility of the vice president of administrative services to establish a schedule of budget functions which will serve to guide the budget development and implementation process for all divisions of the College. The schedule which is developed will be based on requirements and due dates established by the State, guidance received from the vice president of administrative services and the management needs of the College. Efforts will be made to provide for participation of all divisions in the development of the timetable of budget functions.

Vice presidents, deans, directors, and department or activity heads are authorized to establish working schedules within the general schedule established by Financial Services.

The method of communicating the schedule of budget functions shall be generally consistent from year to year and will be by such media as is deemed necessary and appropriate. The Board will ensure the preparation of a tentative budget for the College for each fiscal year and the vice president of administrative services will make the tentative budget available for public inspection in accordance with state law. All efforts should be made to allow the Board time to review the tentative budget and approve the annual budget prior to the beginning of each fiscal year (July 1).

**8.01.01 Spending Plan**

The College budget should be regarded as an educational spending plan. Once it has been adopted it becomes the responsibility of the president to administer that spending plan including the purchase of materials and supplies as authorized by the budget. Sound business practice and specific regulations of the Board will be observed.

### **8.01.02 College Indebtedness**

The Vice President of Administrative Services shall seek to maintain the highest possible bond rating from Standard and Poor's and Moody's so borrowing costs are minimized and access to credit is preserved. It is imperative that Joliet Junior College (JJC) demonstrate to rating agencies, financial advisors, investment bankers, creditors, and taxpayers that the College officials are following a prescribed financial plan.

Bonds will be sold on a competitive basis unless it is in the best interest of the College to conduct a negotiated sale. Competitive sales will be the preferred method; however, negotiated financing may be used where market volatility or the use of an unusual or complex financing or security structure is a concern with regard to marketability. The Vice President of Administrative Services will recommend to the Board of Trustees (Board) which method shall be used. This decision will be based on discussions with financial advisors, underwriters and/or bond counsel.

#### ***Uses***

Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment or other costs as permitted by law. Acceptable uses of bond proceeds can be viewed as items which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding bond issues designed to restructure currently outstanding debt are an acceptable use of bonds proceeds.

The College will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency which is beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing, a cost benefit analysis should be conducted to determine that bond financing is necessary for financing a project.

#### ***Decision Analysis***

Whenever the College is contemplating a possible bond issue, information will be developed concerning the following four categories commonly used by rating agencies assessing the College's credit worthiness. The subcategories are representative of the types of items to be considered. This information will be presented by the Vice President of Administrative Services to the President's Cabinet for its review and recommendation to the Board.

#### ***Debt Analysis***

- Debt capacity analysis
- Purpose for which debt is issued
- Debt structure
- Debt burden
- Debt history and trends
- Adequacy of debt and capital planning
- Obsolescence of capital plant

***Financial Analysis***

- Stability, diversity, and growth rates of tax or other revenue sources
- Trend in assessed valuation and collections
- Current budget trends
- Appraisal of past revenue and expenditure trends
- History and long-term trends of revenues and expenditures
- Evidences of financial planning
- Adherence to generally accepted accounting principles
- Audit results
- Fund balance status and trends in operating and debt funds
- Financial monitoring systems and capabilities
- Cash flow projections

***Governmental and Administrative Analysis***

- Government organization structure
- Location of financial responsibilities and degree of control
- Adequacy of basic service provision
- Intergovernmental cooperation/ conflict and extent of duplication

***Economic Analysis***

- Geographic and location advantages
- Population and demographic characteristics
- Wealth indicators
- Housing characteristics
- Level of new construction
- Types of employment, industry, and occupation
- Evidences of industrial decline
- Trend of the economy

The College may use the services of qualified internal staff and outside advisors to assist in the analysis, evaluation, and decision process, including bond counsel and financial advisors. Recognizing the importance and value to the College's creditworthiness and marketability of the College's bonds, this policy is intended to ensure that potential debt complies with all laws and regulations, as well as sound financial principles.

***Communication and Disclosure***

The College will follow a policy of full disclosure on every financial report, voluntarily following disclosure guidelines provided by the Government Finance Officers Association unless the cost of compliance with the higher standard is unreasonable.

***General Obligation Bonds***

Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

Generally, bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The College will attempt to keep the average maturity of general obligation bonds at or below 20 years. In accordance with state

statutes, the College will limit the total of its general obligation debt to 2.875% of the College's assessed value and/or debt services which is less than 15% of operating expenditures unless otherwise approved by the Board.

#### ***Limited Tax General Obligation Debt***

Limited tax general obligation debt should be considered only when constraints preclude the preferred practice of voter approved general obligation bonds. As a precondition to the issuance of limited tax general obligation debt, all alternative methods of financing should have been investigated. Consideration should always be given to provide a pledge of facility revenue to accompany the basic pledge of limited tax revenues.

#### ***Alternate Revenue Bonded Debt***

The College should consider alternate revenue bonds when it is seeking a funding source other than property tax revenue.

The College should provide adequate debt service coverage. Projected annual revenues pledged to debt service should be at least 1.25 times the annual debt service costs.

#### ***Short Term Financing/Capital Lease Debt***

Short-term financing or capital lease debt will be considered to finance certain equipment and rolling stock purchases when the aggregate cost of equipment to be purchased exceeds \$25,000 unless otherwise approved by the Board. Adequate funds for the repayment of principal and interest must be included in the requesting department's approved budget.

The term of short-term financing will be limited to the usual useful life period of the vehicle or equipment, but in no case will exceed ten years.

#### ***Disclosure Requirements***

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District to comply with disclosure filing requirements to be filed with the Municipal Securities Rulemaking Board's ("MSRB") Electronic Municipal Market Access ("EMMA") system. Filings include, but are not limited to:

- (i) Preliminary and final official statements or offering circulars and any supplements or amendments thereto disseminated by the District in connection with any bonds, notes, certificates or other obligations.
- (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the "Annual Financial Information").
- (iii) Notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA.

The Senior Director of Financial Services/Controller of the District (the "Disclosure Officer") is hereby designated as the officer responsible for complying with the disclosure requirements.



### **8.01.03 Audit**

A statement of the financial condition of the college shall be published annually in accordance with state law.

The Office of the Vice President of Administrative Services will keep the Board members informed of the financial condition of the college by providing them with a monthly budget-to-actual report. An annual audit will be conducted of the college's financial transactions by a certified public accountant licensed to practice public accounting in the State of Illinois and appointed by the Board. The audit will be conducted in accordance with generally accepted auditing standards as established by statutes or laws governing community college operations in the State of Illinois.

### **8.01.04 Grants – Indirect Cost**

During all grant application processes Joliet Junior College will attempt to obtain money for indirect costs whenever allowable. Any indirect costs received will then be directed to the general fund. Exceptions to this policy shall be approved by the President.

### **8.01.05 Investment Policy – Investment of Funds**

#### ***A. Scope***

This investment procedure applies to all funds of Joliet Junior College, Illinois Community College District 525. These funds are accounted for in the College's annual financial report and includes all current funds, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule." The "prudent person" standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstance then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

#### ***B. Objectives***

##### ***1. Safety of Principal***

Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.

##### ***2. Liquidity***

The College's investment portfolio shall be structured in such a manner as to provide sufficient liquidity to pay obligations as they come due.

##### ***3. Return on Investments***

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

4. *Maintaining the Public Trust*

The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transactions that might impair public confidence in the College, the Board of Trustees, or the School Treasurer.

**C. *Investment Instruments***

The Treasurer of the Joliet Junior College district can deposit funds within any financial institution within the confines of the Joliet Junior College district as long as that financial institution conforms to, complies with, and is within the statutory limits as to what they can handle as applies to public funds. Investment of funds with financial institutions outside the Joliet Junior College District 525 requires board approval. The selection for deposits will be made on the basis of the highest interest rate bid.

Joliet Junior College may invest in investments as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), section 110 ILCS 805/3-47 of the Illinois Public Community College Act, Local Debt Reform Act, and Acts amendatory thereto. The College has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentality's;
2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of any coverage provided by the Federal Deposit Insurance Corporation;
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Illinois Public Funds Investment Act;
5. Illinois School District Liquid Asset Fund;
6. The Illinois Public Treasurer's Investment Pool;
7. Investment products that are considered as derivatives are specifically excluded from approved investments.
8. General Obligation Bonds rated at the time of purchase within the four highest general classifications established by a rating service nationally recognized in rating bonds of states and political subdivisions thereof.

**D. *Safekeeping of Securities***

1. Safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- a. At the financial institution;
  - b. At another custodial facility – generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved; or
2. A safekeeping receipt will be maintained by the college as documentation.

#### ***E. Collateralization***

Financial institutions must collateralize all deposits in excess of coverage provided by the Federal Deposit Insurance Corporation to 100% of market value.

Acceptable collateral will include the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
2. Bonds issued by Joliet Junior College; and
3. Obligations of United States Government Agencies.

All investments requiring collateral in accordance with the above section, shall be witnessed by a written agreement and held at an independent-third party institution in the name of the college.

The only exception to this collateralization policy is limited to funds invested for capital construction projects, which the college Treasurer will be authorized to determine appropriate collateralization levels based on cash flow needs necessary for the college to complete construction projects.

#### ***F. Safekeeping of Collateral***

The securities must be held at one or more of the following locations:

1. At a Federal Reserve Bank or its branch office;
2. At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
3. By an escrow agent of the pledging institution; or
4. By the trust department of the issuing bank.

#### ***G. Qualified Financial Institutions and Intermediaries***

1. Depositories – Demand deposits
  - a. Any financial institution selected by the College shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
  - b. The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds

- in any institution neither willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.
- c. To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition, which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer annually.
  - d. Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer.
2. Certificates of Deposit
- Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:
- a. Shall provide wire transfer and certificate of deposit in safekeeping services
  - b. Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
  - c. Shall have met the minimum financial criteria as established by the College.

#### ***H. Management of Program***

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure.
  - a. Treasurer
  - b. Controller
  - c. Assistant Controller

These documents include:

- a. Wire Transfer Agreement
  - b. Depository Agreement
  - c. Safekeeping Agreement
  - d. Custody Agreement
2. Management responsibility for the investment program is hereby delegated to the Treasurer, Controller and Assistant Controller, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
  3. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with College policy and State law and who shall be assisted in this

function by the Controller, or Assistant Controller, College legal counsel and auditors. These agreements include, but not limited to:

- a. Depository Agreement
  - b. Safekeeping Agreement
  - c. Custody Agreement
4. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. The intermediaries shall be approved by the Board of Trustees.
  5. All wire transfers made by the Treasurer shall require a secondary authorization by the Controller or Assistant Controller.

***I. Performance***

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U. S. Treasury Bill rate for a given period of time for the College's average weighted maturity.

***J. Ethics and Conflicts of Interest***

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

***K. Indemnification***

Investment officers and employees of the District acting in accordance with this Investment Procedure and written operational procedures as have been or may be establish and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

***L. Reporting***

The Treasurer shall submit to the Board of Trustees a monthly investment report, which shall include information regarding securities in the portfolio. The report shall indicate any areas of policy concern and planned revision of investment strategies.

***M. Amendment***

This policy shall be reviewed from time to time by the Treasurer with regards to the procedure's effectiveness in meeting the College's needs for safety, liquidity, and rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Trustees.

***8.01.06 Capital Funds Policy***

This policy describes the governing principles for preparing the capital budget and the Capital Improvement Plan (CIP). To facilitate informed investment decisions and promote effective management of existing capital assets.

The capital improvement program includes all capital projects, regardless of size, financed with Federal, State and/or college funds, and all departmentally funded projects exceeding the amount stated in the Budget Procedure 8.5(1). The capital improvement program is an ongoing process that includes:

- Assessing capital needs, opportunities and resources
- Assess utility conservation and sustainability opportunities
- Ensuring that potential projects conform with academic priorities and investment strategies
- Establishing priorities for project funding

The CIP is compiled by the Facility Services Department and presented to the President's Cabinet for input. The president recommends college wide priorities and if approved are included in the capital budget.

### ***Capital Improvement Program***

Providing the facilities essential to the accomplishment of the college's mission is a primary concern.

To ensure the availability of such facilities, a 3-Year Capital Improvement Program (CIP) will be developed and updated on an annual basis. Plan objectives and goals include:

- Improving learning through educational facility enhancements.
- Ensuring facilities compliance with Environmental, Health and Safety Regulations.
- Extending the life expectancy of buildings and infrastructure.
- Construction of new facilities to meet the demands of increasing student enrollment.

The CIP will integrate projects from the college's Facilities Master Plan (Capital Improvement) and 10-Year Facility Condition Assessment with annual immediate needs into a short-range 3-Year Plan.

- Major components will include: Executive summary
- Program/physical history
- Campus Master Plan and description
- CIP process description
- Fund source description
- Project list for coming fiscal year and amounts
- Project descriptions
- 3-year plan for projects by category
- 10-year Facility Condition Assessment
- Program schedule
- Impact on operating budget
- Campus Maps identifying project location

### **8.01.07 Fund Balance**

This policy describes the guidelines for unreserved fund balances in the College operating (general) fund.

***Goal***

Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. The goal is to establish and maintain an operating fund (Education Fund and Operations and Maintenance Fund) fund balance of twenty five percent of the following year's budgeted revenue.

***Utilization***

The proposed recommended use of the unreserved general fund balance is for projects in the Capital Improvement Program (CIP) or other unanticipated one-time expenditures that do not result in recurring operating costs. Expenditures from the unreserved fund balance must be approved by the Board of Trustees.

When the operating fund balance exceeds twenty-five percent of the following year's budgeted revenue, the excess funds may be transferred to the Operations and Maintenance Restricted Fund with approval by the Board of Trustees.

***Replenishment of Reserve Deficits***

In the event the operating fund balance falls below fifteen percent, the vice president of administrative services will submit to the Board, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of twenty five percent.

***Annual Review***

Compliance of this policy will be reviewed by the vice president of administrative services during the budget adoption process.

The Board will receive a report of year end reserves in the general fund as part of the year-end financial report.

***8.01.08 Tax Levy***

The Board shall annually determine the total amount of taxes to be levied based on the college's approved annual budget. The Board shall authorize the amount of tax levy by fund and shall authorize the appropriate county and local officials to collect the taxes on the College's behalf in compliance with applicable state statutes and local ordinances.

***8.01.09 Capital Assets***

Capital assets include buildings, property, equipment and infrastructure assets, such as roads. Capital assets are defined by the District as assets with an initial unit cost of \$5,000 or more and an estimated useful life in excess of two years. Such assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Interest incurred during the construction of capital assets is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period. Straight-line depreciation is used based on the following estimated useful lives:

Buildings and improvements	15 – 50 years
Furniture and equipment	4 – 10 years
Improvements other than buildings	20 years



The basis of accounting for depreciable capital assets is acquisition cost, and all normal expenditures, including installation costs, architect-engineer fees, etc., of readying an asset for use will be capitalized.

Impairment of Long-Lived Assets: A recognized impairment of a long-lived asset will be reflected whenever events or circumstances warrant. For disclosure purposes, any recognized impairment loss will be accompanied by a description of the impairment asset or group of assets and the measurement assumptions used in determining the impairment loss.

#### **8.02.00 Federal and State Funds**

To provide funds for the support of the College, the Board shall file applications with appropriate federal and state agencies for operating and capital assistance.

If a grant requires the college to match funds, the President must approve the budget appropriation before the college submits the grant application.

#### **8.02.03 Funds From Private Sources**

The Board of Trustees encourages the college staff to actively seek funds from private sources to be used to supplement the income received from tuition and fees and from district, state, and federal sources.

All College fund-raising efforts will be coordinated by the College's Institutional Advancement Office to ensure maximum favorable results and to avoid duplication of contacts from the College. All college fund-raising programs must receive approval as set forth by the College fund-raising procedures.

The College's Institutional Advancement Office will be responsible for processing all gifts to the College. The Joliet Junior College Foundation is the main gift-receiving agency for the College.

All undesignated gifts will be placed in the Unrestricted Fund in the Foundation. Donor designated gifts will be processed through the Foundation office and in accordance with criteria.

Reports of expenditures from all accounts will be reported to the Board of Trustees, the Board of Directors of the Foundation and other appropriate persons. The Gifts Received report compiled by the Foundation will be included in the monthly Board of Trustees report and Foundation's executive and full board reports.

#### **8.03.00 Authorization of Expenditures**

All expenditures of College funds must be authorized by the Board of Trustees (Board) policies through the budget process or by special Board approval.

##### **8.03.01 Pay Advancements**

The College recognized the rare, extraordinary need for employees to receive compensation at times other than normal payroll release dates. Emergency circumstances that would justify a salary advance include, but are not limited to; death in the family,



destruction or major damage to their residence, accident/sickness, theft of funds or major car repair.

Therefore, it is the policy of the Board of Trustees (Board) that pay advances for the reasons noted above may not exceed the sum of dollars allocated for one pay period for the individual involved and will be deducted from the subsequent pay period. Any pay advance in excess of \$1,500 will be reported to the Board. Requests and approval for a pay advance should be directed to the Vice President for Administrative Services or his/her designee.

#### **8.03.02 Payment of Expenditures**

The Board will receive a list of all bills submitted for payment monthly. The list will include payee, purpose of expenditure, detail, and check amount, as required under section 110 ILCS 805/3-27. The bills will be classified in two categories. 1) Revolving Fund, and 2) Bills to be Approved.

#### ***Revolving Fund***

To insure prompt payment to our vendors and compliance with the Illinois State Prompt Payment Act a revolving fund under section 110 805/3-27 (b) is established. Expenditures that meet one of the following criteria will be paid bi-weekly, at a minimum, from the Revolving Fund.

- 1) Expenditures under \$5000
- 2) Expenditures under \$5000 made on the College's procurement card
- 3) Expenditures under \$5000 for legal and worker's compensation settlements
- 4) Utilities i.e., water, electric, gas sewer, waste disposal, telephone, etc.
- 5) Resale expenditures for Food Service and Bookstore
- 6) Monthly life insurance, workers compensation insurance, property insurance and liability insurance premiums
- 7) Travel and travel related expenditures that are below the maximum thresholds as outlined in travel policies and procedures for employees and board members
- 8) Disbursement of student loans, grants and student/miscellaneous refunds
- 9) Independent contractors for instructional services
- 10) Payroll taxes, payroll deductions and unemployment payments
- 11) Postage
- 12) Credit card payments
- 13) Expenditures where the College has a contractual obligation to make the payment by a certain date
- 14) Expenditure with the approval of the college treasurer or his/her designee.

The Board will receive an itemized listing of those payments made during the previous month.

#### ***Bills to be Approved***

All bills presented for payment that do not meet the criteria to be disbursed from the Revolving Fund will be listed under this category. It is the responsibility of the Board to approve these bills for payment prior to disbursement being made.

#### **8.04.00 Local Debt Recovery Program – Participation by the College**

The College is a participant in the Illinois Local Debt Recovery Program in conjunction with the Illinois Office of the Comptroller. The College administration shall develop and maintain administrative procedures for program implementation, including required due process procedures as mandated.

##### **8.04.01 IDHR Rules**

The IDHR (Illinois Department of Human Rights) Rules define “contract” as follows:

"Section 750.5. The term "public contract" means “any contract, purchase order, lease or other agreement or understanding, written or otherwise, between the State of Illinois or any of its political subdivisions or municipal corporations or any agent thereof and any other person for the procurement of anything or service of value, such as, for example, any real or personal property, equipment, merchandise, goods, materials, labor or services for or by the State or political subdivision or municipal corporation. Public Contract further means any loan or grant by the State of Illinois or any of its political subdivisions or municipal corporations from which such a contract, purchase order, lease or other agreement or understanding may be financed in whole or in part."

The EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Department of Human Rights as a material term of all public contracts:

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause or the Act, the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

1. That he or she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that he or she will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization.
2. That, if he or she hires additional employees in order to perform this contract or any portion of this contract, he or she will determine the availability (in accordance with this Part) of minorities and women in the areas from which he or she may reasonably recruit and he or she will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.
3. That, in all solicitations or advertisements for employees placed by him or her or on his or her behalf, he or she will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry,

citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service.

4. That he or she will send to each labor organization or representative of workers with which he or she has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the contractor's obligations under the Act and this Part. If any labor organization or representative fails or refuses to cooperate with the contractor in his or her efforts to comply with the Act and this Part, the contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the contract.

5. That he or she will submit reports as required by this Part, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Act and this Part.

6. That he or she will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Act and the Department's Rules and Regulations.

7. That he or she will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply with the provisions. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Notwithstanding the foregoing, pursuant to Section 750.20, All contract specifications furnished by any contracting agency to bidders or contractors shall contain the Equal Employment Opportunity Clause set forth above and such clause shall be included as a material term of any contract; however, a contracting agency having published rules and regulations which govern all its contracts and which include the Equal Employment Opportunity Clause may incorporate such clause by reference in such agency's individual contracts or contract specifications. By operation of this Part, the Equal Employment Opportunity Clause shall be deemed to be a part of every public contract whether or not such contract is in writing and regardless of whether said clause is physically incorporated therein.

#### Subcontracts

Pursuant to Section 750.5, the term "subcontract" means any agreement, arrangement or understanding, written or otherwise, between a public contractor and any person under which any portion of the public contractor's obligations under one or more public contracts is performed, undertaken or assumed. The term "subcontract", however, shall not include

any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a bank or other financial institution and its customers.

“Subcontractor” means any person having a subcontract as defined above.

Each public contractor and subcontractor shall in turn include the Equal Employment Opportunity Clause set forth above in each of its subcontracts under which any portion of the contract obligations are undertaken or assumed, said inclusion to be either verbatim or by reference so that the provisions of the clause will be binding upon such subcontractors.

Further, pursuant to Section 5/2-105, Every party to a public contract and every eligible bidder shall:

(1) Refrain from unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;

(2) Comply with the procedures and requirements of the Department's regulations concerning equal employment opportunities and affirmative action;

(3) Provide such information, with respect to its employees and applicants for employment, and assistance as the Department may reasonably request;

(4) Have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by Section 6-101 of this Act.

A copy of the policies shall be provided to the Department upon request.

#### **8.05.00 Cash Receipts**

Various departments, clubs, athletics, food service, bookstore, tuition, and other college sponsored organizations collect money for various purposes.

##### **1. Institutional Regulations**

All money collected under the sponsorship of the College must be deposited at the Student Accounts and Payments office.

#### **12.02.00 Insurance**

Insurance shall be purchased on a bid or quote basis at least once every five years as determined by the Vice President of Administrative Services.

The District recognizes that premium cost is not the only factor to consider when purchasing insurance and that the quality of coverage, the professional services of a

qualified broker, and the financial soundness of the insurance company must also be taken into consideration.

The Board of Trustees (Board) shall purchase with district funds the type and amount of insurance necessary, or shall set aside adequate reserves to self-insure in order, to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or property damage within or without the college buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

### **13.01.00 Purchasing**

It shall be the responsibility of the president through his/her designated representative to ensure that all qualified suppliers have the opportunity to bid or offer for sale on a negotiated basis merchandise or services that are to be purchased by the college. The Board will be guided by the principle that the college should receive the best quality merchandise and services available for the purchase dollar regardless of who the vendor may be.

It shall be the responsibility of the president through the vice president of administrative services or his/her designee to maintain vendor bid lists in the Business & Auxiliary Services office. Additions or removals can be made upon request by any vendor. Vendors may be removed from the vendor bid list as a result of any unsatisfactory performance on any previous contracts.

#### **A. Purchase of Budgeted Items Not Subject to Competitive Bid:**

All purchases of items supported by the adopted budget and not subject to competitive bid as required by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1 as amended) may be made by the vice president for administrative services or his/her designee without advertising for bids and without requiring price quotations. If for any reason competitive bids or price quotations are deemed advisable by the vice president for administrative services, they will be obtained and awards made on the basis of conformance to specifications and the amount of the bids.

#### **B. Purchases Subject to Competitive Bidding**

All purchases of goods and services shall be awarded by the Board of Trustees upon the recommendation of the president of the College. When any purchase to be made by the College is subject to competitive bidding as specified by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27,1 as amended), the vice president for administrative services or his/her designee guarantee due (e.g. sufficient or adequate) advertisement for bids for the sale of those goods and services required by the College. Formal contracts may be any of the following types, as appropriate under the circumstances.

- Cost plus Fixed Fee – or time and material.
- Fixed Price – both parties share the risk.
- Open End – volume price given for orders exceeding a stipulated dollar value to be delivered during the course of the year.

Due (e.g. sufficient or adequate) advertisement for bids shall include, but is not limited to, one public notice at least ten calendar days before the bid date in a newspaper or newspapers or general circulation within Illinois Community College District No. 525. In addition to such public advertisement, bids may be solicited directly from such persons who may be deemed reliable and competent to furnish the item or items required.

All bids must be sealed by the bidder and must be opened by a member of the vice president of administrative services or his/her designee at a public bid opening at which the contents of the bids must be announced. The vice president for administrative services or his/her designee shall prepare a tabulation for consideration for the Board and will make recommendations through the president to the Board. The Board shall award the contract to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. The Board shall always reserve the right to reject any or all bids.

### **C. Emergency Purchases or Repairs**

Necessary purchases or emergency repairs which require major expenditures of monies otherwise subject to Board of Trustees approval, but which require prompt action, may be made as an emergency purchase. Such an emergency expenditure must be approved by three-fourths of the members of the Board.

### **D. Construction Contracts**

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure in excess of the amount specified by the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Paragraph 805/3-27.1 (j), as amended) shall be awarded on the basis of due advertisement for bids. All bids must be sealed by the bidder and must be opened by the vice president of administrative services or his/her designee at a public bid opening at which the contents of the bid must be announced. The vice president for administrative services or his/her designee shall prepare a tabulation for consideration by the Board and will make recommendations through the president to the Board.

Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not in excess of the statutorily specified amount subject to competitive bidding may be awarded by the vice president for administrative services or his/her designee.

### **E. Professional Services Firms**

For the purpose of this policy, professional services shall be defined as the services of individuals, or entities possessing a high degree of professional skill where the ability or fitness of the individual, or entity plays an important part.

No professional services firm shall be considered qualified to respond to a request for proposal (RFP) if a former employee or partner of the firm, or any subsidiary or affiliate thereof that has been employed by Joliet Junior College for two years or less immediately prior to the submission of the RFP, and such employee has or may have the ability to provide input into the final decision making process or whose opinion or expertise is solicited by the Board as part of the final decision making process.



The college will issue a Request for Proposals for professional services contracts with annual expenditures of \$25,000.00 or more at least every five (5) years.

#### **13.01.01 Responsibility of Bidders**

The Board will exercise its discretion in determining the responsibility of the bidders and will award the contract to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability.

In the event of tie bids, preferences will be given to persons or firms located within the confines of the college district if they are recognized as qualified and can provide the needed services of all materials on a substantially equal basis with persons located outside of the college district. At all times, the Business and Auxiliary Services office will seek to purchase goods and services in line with officially approved policies of the educational institution in a manner that will be in the best interests of the students attending the college and in the best interests of the taxpayers of the district.

In addition to all other requirements, bidders must comply with the “Responsible Bidder Ordinance” minimum legal requirements:

1. The bidder must be a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in Illinois.
2. The bidder must have a valid Federal Tax Identification Number (FEIN) or social security number.
3. The bidder must be an equal opportunity employer.
4. The bidder must provide certificates of insurance indicating the following coverages if called for in the bid solicitation: general liability, workers compensation, completed operations, automobile, hazardous occupation and product liability.
5. The bidder must comply with all provisions of the Illinois Prevailing Wage Act (820 ILCS130), including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
6. For construction projects over \$25,000, the bidder must provide an apprenticeship and training program that is registered with the United States Department of Labor’s Bureau of Apprenticeship and Training or is reasonably equivalent to such programs. The bidder must be compliant with the Illinois Drug-Free Workplace Act 30 ILCS 580.

#### **13.01.02 Consultant Services**

Consultant expenses for services rendered to the college will be reimbursed at rates that are reasonable, necessary, and consistent with the level of expertise required, and approved by the president, or appropriate designee, of the college.

Professional service agreements for consulting services will be utilized.

#### **13.02.00 Contract Authorization**

It shall be the responsibility of the President through the Vice President of Administrative Services or his/her designee to maintain all contractual agreements in the Administrative Services Division. All new contracts, renewals of contracts, and amendments to contracts

are required to be signed for by the Vice President of Administrative Services or his/her designee. Any contract signed with an unauthorized signature will not be deemed binding unless approved in advance by the President through the Vice President of Administrative Services or his/her designee. Contracts include but are not limited to:

- Intergovernmental
- Leases
- Construction
- Professional Services
- Goods and Services
- Affiliation Agreements
- Utilities

Firms and/or individuals employed through said contract must follow the guidelines as set forth in the Board Nepotism Policy.

### **13.03.00 Inventories**

#### **A. Warehouse Supplies**

A perpetual inventory of warehouse supplies (copier paper, college stationery/envelopes and gas cylinders) will be maintained for consumable items used in the instructional, administrative, cafeteria, maintenance and operations departments. The purpose of this inventory will be to purchase items on an as-needed basis and for conservation of materials and supplies. A physical inventory will be performed annually.

B. The physical inventory should be completed before July 15<sup>th</sup> of each year.

### **13.04.00 Sale/Disposal of College Property**

Property owned or leased by the College shall be used only by College employees in the performance of assigned job duties and responsibilities. College property may not be used by employees for personal profit.

The sale or disposal of all College property deemed surplus or in any other manner not suited or needed for College purposes shall be subject to the approval of the Board of Trustees (Board).

The Board shall be provided with complete information concerning the method or methods to be used in the sale/disposal of that property.

Methods of disposal:

1. The Director of Business & Auxiliary Services will determine whether property is damaged or not working to allow for immediate disposal.
2. Staff and faculty can request items for academic use via the Joliet Junior College (JJC) Portal.
3. Property which is determined to be obsolete for College use shall be advertised for public sale.
4. Following the public sale, remaining unclaimed items will be offered to the following in the order listed:



- a. In-district public schools,
  - b. Not-for-profit community-based organizations within the JJC district.
5. Any unclaimed items will be disposed of appropriately.

#### **13.06.00 Purchases from Federal Grant Funds**

The College follows Federal regulations and standards for the procurement of supplies and other expendable property, equipment, real property and other services.

This policy applies to all purchases for goods or services and all contracts or leases made using Federal funds. Flow-through funds, or funds which are provided for at a federal level but administered by the State of Illinois through a cognizant agency are also governed by this policy.

#### **13.07.00 Disadvantaged Business Enterprises**

The College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, females and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females and persons with disabilities for certain services as provided by the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30ILCS 575/0.01 et seq. (the "Act") and the State of Illinois Business Enterprise Program Council for Minorities, Females, and Persons with Disabilities (the "Council").

In support of this policy, the College will encourage the participation of qualified minority, female and persons with disability owned businesses by advertising, whenever possible, with trade associations, service organizations, minority newspapers and other appropriate media and other organizations focused on the needs of businesses owned by minorities, females and persons with disabilities to alert potential contractors and supplies of opportunities. The College will support key administrative and staff members to attend and participate in training sessions, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability-owned businesses in compliance with the Act.

In furtherance of the above:

1. The College President shall appoint a liaison to the Council;
2. The College Liaison shall file an annual compliance plan with the Council, which shall include a copy of this Policy, signed by the College President, which shall outline and summarize the College's goals for contracting with businesses owned by minorities, females and persons with disabilities for the current fiscal year, the manner in which the College intends to reach these goals, and procedures to support this Policy as specified by the Act;
3. The College Liaison shall file an annual report with the Council;
4. The College Liaison shall provide notice to the Council of proposed contracts for professional and artistic services;

5. The College shall use bid forms identifying the bidder's percentage or disadvantaged business utilization plans; and percentage of business enterprise program utilization plan; and
6. The College shall comply with all other requirements of the Act.

## ***ICCB REGULATIONS***

### **Annual Budget**

The budget is a controlled plan to be used in implementing the philosophy and the objectives of the college. Its development should involve maximum participation and, therefore, the aims and objectives of the college should be reflected at each level.

Colleges are encouraged to use either of the following budgetary formats: line-item appropriation or program budgeting in conjunction with program performance budgeting (PPB), or zero-based budgeting (ZBB). However, a budgetary crosswalk may be necessary to complete the line-item appropriation by function budget required by the ICCB.

Each local Board of Trustees must adopt a budget for each fiscal year within or before the first quarter of each fiscal year. Moreover, a tentative budget must be available for public inspection for at least 30 days, or ten days for community college districts in cities of over 500,000 inhabitants, prior to final adoption; and at least one public hearing must be held on the tentative budget.

It is anticipated that each district will develop an expanded operational budget that is more detailed than the budget required by the ICCB. Care should be taken that any budget adopted by the local Board of Trustees meets the requirements of Section 3-20.1 of the *Public Community College Act* for community college districts in cities with less than 500,000 inhabitants or Sections 7-8 through 7-16 for other community college districts.

The budget shall contain a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, an estimate of the expenditures contemplated for such fiscal year, and a statement of the estimated cash expected to be on hand at the end of such year. The estimate of taxes to be received may be based upon the amount of actual cash receipts that may reasonably be expected by the district during such fiscal year, estimated from the experience of the district in prior years and with due regard for other circumstances that may substantially affect such receipts. (Section-3-20.1)

The budget shall set forth estimates, by classes, of all current assets and liabilities of each fund of the board as of the beginning of the fiscal year, and the amounts of those assets estimated to be available for appropriation in that year, either for expenditures or charges to be made or incurred during that year or for liabilities unpaid at the beginning thereof. Estimates of taxes to be received from the levies of prior years shall be net, after deducting amounts estimated to be sufficient to cover the loss and cost of collecting those taxes and also deferred collections thereof and abatements in the amount of those taxes extended or to be extended upon the collector's books. (Section 7-9)

The local Boards of Trustees of community college districts in cities of less than 500,000 inhabitants may transfer among budgeted items in a fund, providing that all transfers do not exceed 10 percent of the total of such fund as set forth in the budget. The local Board of Trustees also may amend the budget by using the same procedure as the original adoption.

One copy of the annual budget in the format prescribed shall be filed with the ICCB no later than October 15.

#### **Certificate of Tax Levy**

The language for the Certificate of Tax Levy suggested by Section 3-20.5 of the *Public Community College Act* is included in this section. This certificate must be filed with each county clerk on or before the last Tuesday in December. A copy of the certificate, along with each county clerk's verification of the levy, should be filed with the ICCB no later than January 31. In addition to the adopted annual budget, each college must file with each county clerk, within 30 days of its adoption, the local board's budget resolution and a certified summary of anticipated revenues for the fiscal year. Failure to file these documents authorizes the county clerk to refuse to extend the district's tax levy. Suggested forms for the budget resolution and the summary of anticipated revenues are included as part of this section.

Moreover, when a district levies more than 105 percent of the previous year's tax extensions, the district must have at least one public hearing which may not coincide with the hearing on the tentative budget. The notice must fulfill the following requirements:

The notice shall appear no more than 14 days nor less than (7) seven days prior to the date of the public hearing. The notice shall be no less than one-eighth page in size, and the smallest type used shall be 12 point and shall be enclosed in a black border no less than 1/4 inch wide. The notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements appear. The notice shall state in plain and simple language the following information: (1) the legal name of the taxing district; (2) the commonly known name of the taxing district; (3) the amount of property taxes, exclusive of election costs, extended or estimated to be extended on behalf of the taxing district for the preceding year; (4) the amount of the proposed levy, exclusive of election costs, for the current year; (5) the percentage increase; and (6) the date, time and place of the public hearing concerning the proposed budget and the proposed levy increase. Such hearing may not coincide with the hearing on the proposed budget of the taxing district.

Any notice which includes information substantially in excess of that specified and required by this Act shall be an invalid notice. (Chapter 120, Section 866)

Additionally, an amended Certificate of Tax Levy may be filed within ten days of notification from the county clerk of the multiplier providing such multipliers will alter the amount of revenue received by the district.

### **External Audit**

Each district is required to submit three copies of its external audit to the ICCB by October 15 following the end of the fiscal year. Required schedules and recommended formats are detailed by the ICCB.

### **Annual Financial Report**

Pursuant to Section 3-22.2 of the *Public Community College Act*, each district is required to publish a financial statement at least once annually prior to November 15 in a newspaper of general circulation in the district, and a copy of this publication must be filed with the ICCB by December 1.

### **Community College Treasurer's Bond**

Each community college treasurer must be bonded. A copy of each bond must be filed with the county clerk(s) and the ICCB.

### **Requirements for Financial Transactions**

The *Public Community College Act* and ICCB rules contain many financial requirements. Although several requirements are highlighted below, you are encouraged to review the *Public Community College Act* and ICCB rules.

### **Payment of Orders and Bills**

The local Boards of Trustees of community college districts in cities of less than 500,000 inhabitants must approve payment of all bills showing to whom and for what purpose each payment is to be made and to what budgetary item each payment should be debited. The payment's purpose and budgetary line item can be shown by Fiscal Management Manual account codes. College staff should ensure that each item is properly charged to the correct account and that authority exists for such a transaction. For example, custodial salaries and utilities can be paid from the Operations and Maintenance Fund only upon resolution of the local Board of Trustees.

### **Bidding Policy**

Section 3.27.1 of the *Public Community College Act* requires each district to let all contracts for supplies, materials, or work involving an expenditure in excess of \$10,000 to the lowest responsible bidder after due advertisement, excluding the exceptions which are listed in Section 3-27.1 of the Act. The local board may adopt a more restrictive bidding policy.

## **THE PUBLIC ACT REGULATIONS**

### **805/3-20.1. Adoption of Annual Budget--Contents--Fiscal year**

Community college boards are required to adopt a budget before or within the first quarter of a new fiscal year. The budget must "...specify the objects and purposes of each item and amount needed for each object or purpose." The budget must contain a statement of cash on hand at the beginning of a fiscal year, an estimate of cash to be received and expended during the year, and an estimate of cash expected on hand at the end of the fiscal year. Nothing in this section is to be interpreted as a requirement for a district to change its basis or system of accounting. The board is required to establish the fiscal year. The budget "...shall be prepared in tentative form by some person or persons designated by the board,

and in such tentative form shall be made conveniently available to inspection for at least 30 days prior to final action thereon. At least one public hearing shall be held as to such budget prior to final action thereon.” Districts are required to publish a notice of the availability of the budget for public inspection, and notice of the public hearing. Finally, this section authorizes the board to “...from time to time make transfers between the various items in any fund not exceeding in the aggregate 10% of the total of such fund as set forth in the budget.” The board may amend the budget by following the same procedures for the original adoption outlined in this section.

**805/3-20.2. Additional or Supplemental Budget**

If the voters of a community college district approve an increase in the district’s tax rate for the Education or Operations and Maintenance Funds after the budget for that period has been adopted, the board may adopt or pass a budget reflecting the supplemental or additional funds to be collected.

**805/3-20.3. Expenses Payable from Taxes for Operation and Maintenance of Facilities Purposes and for Purchase of College Grounds--Educational Fund**

This section specifies expenditures that must be paid from the amount levied for operations and maintenance purposes. Included are “...obligations incurred for the improvement, maintenance, repair or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures, for the rental of buildings and property for community college purposes...” Other expenditures are to be paid from the Educational Fund.

**805/3-20.5. Determination of Amount to be Raised by Tax for Educational Purposes and for Operations and Maintenance of Facilities Purposes--Certificate of Tax Levy**

Each year, the college must determine the amount of funds to be raised by the tax levy for the ensuing year. These amounts must be certified by the board and submitted to the county clerk before the last Tuesday in December each year. Suggested language for the Certificate of Tax Levy is also included in this section.

**805/3-20.6. Districts in Two or More Counties--Determination of Amounts--Certificates of Tax Levy**

If a college district lies in two or more counties, the Certificate of Tax Levy must be filed with each of the county clerks within the district. Each county clerk is then to determine the portion of the district valuation that lies within the county and provide this information to the county clerk where the institution is located. Based on the levy certification, the county clerk will determine the tax rates for all of the counties.

**805/3-27. Payment of Orders and Bills--Revolving Funds--Collection of Funds**

The board may include in the authorized minutes a list of bills approved for payment, showing to whom and for what purpose the debt was incurred. This does not preclude the board from authorizing a voucher system or other system in accordance with the State Board. The board may establish revolving funds, providing they are in the custody of a bonded employee and are subject to annual audit by a licensed public accountant.

**805/2-27.1. Contracts**

Contracts for the purchase of supplies, materials, or work exceeding \$10,000 are awarded to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability. Several exceptions to this rule are noted in this section, including (1) services of individuals possessing a high degree of professional skill, (2) contracts for printing financial reports, (3) contracts for printing or engraving bonds or other debt instruments, (4) and many others as outlined in the statute. This section also includes procedures for awarding contracts through the sealed bid process.

**805/3-33.5. Working Cash Fund--Monies Derived from Bonds--State and Federal Funds**

Funds raised by the sale of working cash bonds must be maintained in a separate fund, and they are not to be appropriated in the annual budget. The board may transfer from the Working Cash Fund in anticipation of the receipt of federal or state funds, but the debt to the Working Cash Fund must be satisfied.

**805/3-33.6. Working Cash Fund--Transfers of Monies--Abolition of Fund**

Transfers from the Working Cash Fund to the Education or Operations and Maintenance Fund may be made only by board resolution. This section also specifies the terms of such a resolution. The board may also issue a resolution to abolish the Working Cash Fund and direct the treasurer as to directing the transfer. If it is abolished, a district may not establish another Working Cash Fund without voter approval. Interest earned by the fund may be transferred to the Education or Operations and Maintenance Fund by board resolution.

***Measurement Focus, Basis of Accounting, and Basis of Presentation***

The district is a special-purpose government engaged only in business-type activities. Therefore, the district's financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as eligibility requirements imposed by the provider have been met.

For both budget and financial reporting, summer session revenues and expenditures are deferred and reported in the succeeding fiscal year in which the program is predominantly conducted. This is considered an immaterial difference from accrual accounting primarily because it is consistently applied from year to year.

***Cash and Cash Equivalents***

For purposes of reporting cash flows, all highly liquid investments with a maturity of three months or less when purchased are considered to be cash equivalents.

***Investments***

All investments are carried at fair value.

***Receivables***

All receivables are expected to be received within one year.



***Inventories***

Inventories are valued at the lower of cost or market, on a first-in, first-out basis. Inventories consist primarily of supplies and items held for resale by the bookstore. The cost is recorded as an expense at the time individual inventory items are utilized or sold.

***Prepaid Items***

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

***Capital Assets***

Capital assets include buildings, property, equipment and infrastructure assets, such as roads. Capital assets are defined by the district as assets with an initial unit cost of \$2,500 or more and an estimated useful life in excess of three years. Such assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight-line depreciation is used based on the following estimated useful lives:

Buildings and improvements	20 – 50 years
Furniture and equipment	5 – 10 years
Improvements other than buildings	20 years

***Compensated Absences***

Vacation leave can be accumulated up to 240 hours. Sick leave does not vest and is accumulated at a rate of 20 days per year, with a maximum of 380 days. All compensated absences, which are earned during the year are, therefore, reported as an expense and as a liability.

***Deferred Revenue***

Deferred tuition revenue represents that portion of tuition and other fees received before June 30, 2016, but applicable to sessions occurring after June 30, 2016. Deferred government claims and grants represent monies received before all eligibility requirements imposed by the provider have been met.

***Property Taxes***

Property taxes are levied each year on the basis of the equalized assessed property values in the district as of January 1 of that year. Assessed values are established by each of the respective counties. Property taxes are billed and collected by the various counties included within the district's boundaries. These taxes are assessed in December and become an enforceable lien on the property as of the preceding January 1. A reduction for collection losses, based on historical collection experience, has been provided to reduce the taxes receivable to the estimated amount to be collected.

Property taxes are recognized as revenue on the accrual basis of accounting. The property tax levy to be passed in December 2016 is recognized as a receivable and revenue for the year ended June 30, 2017.

### ***Enterprise Activity Accounting and Financial Reporting***

In accounting for and reporting on its business-type (enterprise) activities, the district has elected to apply all applicable Governmental Accounting Standards Board (GASB) pronouncements and has elected not to follow Financial Accounting Standards Board pronouncements issued after November 30, 1989.

### ***Classification of Revenues and Expenses***

Operating revenues include activities that have the characteristics of exchange transactions, such as (1) student tuition and fees and (2) sales and service fees. Non-operating revenues include activities that have the characteristics of non-exchange transactions, such as local property taxes, state appropriations, most federal, state, and local grants, and interest.

Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. Expenses not meeting this definition are reported as non-operating expenses.

### ***Basis of Budgeting***

The accounting policies of the college conform to generally accepted accounting principles as accepted in the United States applicable to colleges and universities as well as those prescribed by the Illinois Community College Board (ICCB). The following is a summary of the more significant policies:

In December 1998, the Government Accounting Standards Board (GASB) released Statement No. 33 "Accounting and Financial Reporting For Nonexchange Transactions," which revised reporting of property tax revenue. In June 1999, GASB approved Statement No. 34 "Basic Financial Statements and Management Discussion and Analysis for State and Local Governments," followed by Statement No. 35 "Basic Financial Statements and Management's Discussion and Analysis for Public College and Universities." The change in financial statement presentation provides a comprehensive one-column portrait of the total government.

The college's budgetary basis of accounting differs from generally accepted accounting principles (GAAP) as follows: 1) Though budgeted, capital and equipment expenditures greater than \$2,500 will be eliminated from the statement of revenues, expenses and changes in net assets. Depreciation expense will be reflected. 2) Internal service and intra-agency (primarily health insurance charges) revenue and expenditures, while budgeted, will be eliminated for financial reporting. 3) For financial statement purposes, the college reports restricted and unrestricted net assets. For budgetary purposes, fund balances are reported, which encompass both of these categories.

### ***Fund Groups***

For budgetary control and to comply with legal regulations, the college's accounts are organized into funds and account groups, each of which is considered a separate accounting entity. Expenditures within each fund are further delineated by function and object to more fully reflect the planned activities of the fund.

The college adopts legal budgets for all governmental fund types.



<u><b>Fund Type</b></u>	<u><b>Fund</b></u>	<u><b>Fund #</b></u>
<u>Governmental</u>		
General	Education	01
	Operations and Maintenance	02
Special Revenue	Restricted Purpose–Grants/Contract Etc.	06
	Audit	11
	Liability, Protection and Settlement – Tort	12
Debt Service Fund	Bond and Interest	04
Capital Projects Fund	Operations and Maintenance (Restricted)	03
<u>Proprietary</u>	Auxiliary Enterprise	05
	Self-Insurance	23
<u>Fiduciary</u>	Working Cash	07

The level of budgetary control (the level at which expenditures cannot exceed the appropriated amount) is established for each individual fund rather than the fund group and within the fund by object and function (which is the legal budget organization). Managers at all levels are charged with continuously monitoring expenditures within their programs. While the exact legal limits on expenditures are established by the amounts in the legal budget (within the 10 percent transfer limitation), the usual management practice is to monitor expenditures by program and by line item within the program. Minor unfavorable variances may be permitted on a case-by-case basis after appropriate review; significant variances require prior approval and may be compensated through budget adjustments. The controller monitors expenditures to ensure compliance with the legal budget requirements and limitations and with college policy on fiscal management. (See also “Budget Process.”)

The college also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. Encumbered amounts lapse at the end of each year; however, encumbrances are generally reauthorized as part of the following year’s budget.

### ***Expenditure Controls***

Overall responsibility for budget management lies with the vice president of administrative services. Day-to-day oversight is the responsibility of the controller.

### ***Budget Managers***

All funds of the college are divided into cost or responsibility centers. A budget manager is assigned to each center and has authority for approving expenditures from this center.

### ***Requisitions***

Expenditures are generally processed via a requisition form. Once approved by the budget manager, the requisition flows to the appropriate vice president or the president for approval, if in excess of \$5,000, before going to the director of administrative and auxiliary services for final approval. Additionally, the director of administrative and auxiliary

services approves that bidding requirements and other legal restrictions have been met along with funding availability and account coding.

### ***Purchase Orders***

Once a requisition contains all necessary approvals, a purchase order is created.

### ***Encumbrances***

Once purchase orders are approved, they are encumbered against the current year's funds. Encumbrances reduce the balance of budgetary funds available for future expenditures. While salaries cannot currently be encumbered, several other controls exist to prevent over-expenditure in these areas.

### ***Budget Adjustments***

Because a budget is only a plan, it is usually necessary to allow transfers between accounts during the year. This maintains the budget as a viable working plan and also helps to monitor the overall status of budget funds and the extent to which they have been appropriately authorized. Working within the guidelines/regulations noted below, all budget adjustments also follow a similar approval process to the requisition. The primary difference is that the controller must approve all budget adjustments and Senior Leadership Team must approve all adjustments involving salary lines.

### ***Management Information Reports***

Each month, budget managers receive reports detailing current and year-to-date expenditures, encumbrances, and original and remainder budget balances for each account in their various centers of responsibility. These reports reflect both function and object perspectives. Budget adjustments made during the month are also reflected.

Detailed reports are prepared monthly for the Board of Trustees. These reports include comparisons by fund of actual expenditures against budgets by function and object; revenue receipts against budget; total salary commitments against budget; and cash and investment balances. Additionally, the report includes a listing of bills paid by fund. The board is asked to review and approve these monthly reports.

The monitoring of revenue is a crucial component of the management of the budget. In the event of an unexpected decline in revenue, certain non-essential expenses would be the first to be identified and frozen to ensure a balanced budget at year-end.

Additionally, day-to-day operations require the use of various management information reports by the controller and vice president of administrative services. All budget managers have daily access to an online database query of the detail of expenditures and budget transactions under their control.

## TUITION AND FEE HISTORY

Fiscal Year	Tuition Per Cr. Hr.	Student Fee	Technology Fee	Capital Assessment		Total	%	ICCB Average	
				Fee	Fee			Tuition and Fees	%
2020-21	\$ 113.00	\$ 4.00	\$ 10.00	\$ 21.00	\$ 21.00	\$ 148.00	0.00%	N/A	
2019-20	\$ 113.00	\$ 4.00	\$ 10.00	\$ 21.00	\$ 21.00	\$ 148.00	1.37%	147.01	1.84%
2018-19	113.00	4.00	8.00	21.00	21.00	146.00	1.39%	144.36	2.56%
2017-18	113.00	4.00	6.00	21.00	21.00	144.00	15.20%	140.76	5.50%
2016-17	94.00	4.00	6.00	21.00	21.00	125.00	8.70%	133.42	6.32%
2015-16	84.00	4.00	6.00	21.00	21.00	115.00	0.00%	125.49	5.66%
2014-15	84.00	4.00	6.00	21.00	21.00	115.00	3.60%	118.77	5.43%
2013-14	80.00	4.00	6.00	21.00	21.00	111.00	3.74%	112.65	4.41%
2012-13	80.00	4.00	6.00	17.00	17.00	107.00	3.88%	107.89	3.85%
2011-12	76.00	4.00	6.00	17.00	17.00	103.00	0.00%	103.89	5.73%
2010-11	76.00	4.00	6.00	17.00	17.00	103.00	10.75%	98.26	10.57%
2009-10	67.00	4.00	6.00	16.00	16.00	93.00	5.68%	88.87	5.75%
2008-09	64.00	4.00	6.00	14.00	14.00	88.00	15.79%	84.04	6.89%
2007-08	62.00	3.00	6.00	5.00	5.00	76.00	4.11%	78.62	6.19%
2006-07	60.00	3.00	5.00	5.00	5.00	73.00	2.82%	74.04	5.89%
2005-06	58.00	3.00	5.00	5.00	5.00	71.00	4.41%	69.92	10.86%
2004-05	56.00	3.00	5.00	4.00	4.00	68.00	12.40%	63.07	6.09%
2003-04	51.00	3.00	4.50	2.00	2.00	60.50	8.04%	59.45	8.80%
2002-03	49.00	3.00	4.00			56.00	0.00%	54.64	6.47%
2001-02	49.00	3.00	4.00			56.00	5.66%	51.32	3.61%
2000-01	46.00	3.00	4.00			53.00	3.92%	49.53	4.69%
1999-00	44.00	3.00	4.00			51.00	4.08%	47.31	4.00%
1998-99	42.00	3.00	4.00			49.00	6.52%	45.49	3.74%
1997-98	41.00	3.00	2.00			46.00	4.55%	43.85	4.31%
1996-97	39.00	3.00	2.00			44.00	4.76%	42.04	4.29%
1995-96	39.00	3.00	-			42.00	7.69%	40.31	3.17%
1994-95	36.00	3.00	-			39.00	8.33%	39.07	4.21%
1993-94	33.00	3.00	-			36.00	5.88%	37.49	
1992-93	31.00	3.00	-			34.00	6.25%		
1991-92	29.00	3.00	-			32.00	10.34%		
1990-91	26.00	3.00	-			29.00	16.00%		
1989-90	23.00	2.00	-			25.00	0.00%		
1988-89	23.00	2.00	-			25.00	8.70%		
1987-88	21.00	2.00	-			23.00	15.00%		
1986-87	18.00	2.00	-			20.00	0.00%		
1985-86	18.00	2.00	-			20.00	0.00%		
1984-85	18.00	2.00	-			20.00	0.00%		
1983-84	18.00	2.00	-			20.00	25.00%		
1982-83	15.00	1.00	-			16.00	14.29%		
1981-82	13.00	1.00	-			14.00	0.00%		
1980-81	13.00	1.00	-			14.00	0.00%		
1979-80	13.00	1.00	-			14.00	0.00%		
1978-79	13.00	1.00	-			14.00	0.00%		
1977-78	13.00	1.00	-			14.00	0.00%		
1976-77	13.00	1.00	-			14.00	7.69%		
1975-76	12.00	1.00	-			13.00	18.18%		
1974-75	10.00	1.00	-			11.00	0.00%		
1973-74	10.00	1.00	-			11.00	0.00%		
1972-73	10.00	1.00	-			11.00	40.49%		
1971-72	7.00	0.83	-			7.83	0.00%		
1970-71	7.00	0.83	-			7.83	0.00%		
1969-70	7.00	0.83	-			7.83	2.09%		
1968-69	7.00	0.67	-			7.67	-28.12%		
1967-68	10.00	0.67	-			10.67	0.00%		
1966-67	10.00	0.67	-			10.67			

N/A - Information not available.

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## COMMUNITIES SERVED

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Braceville	Mazon
Braidwood	Millington
Bolingbrook	Minooka
Carbon Hill	Mokena
Channahon	Morris
Coal City	New Lenox
Crest Hill	Newark
Custer Park	Odell
Diamond	Orland Park
Dwight	Peotone
East Brooklyn	Plainfield
Elwood	Plattville
Essex	Ransom
Frankfort	Ritchie
Gardner	Rockdale
Godley	Romeoville
Homer Glen	Tinley Park
Joliet	Shorewood
Kinsman	So. Wilmington
Lemont	Symerton
Lisbon	Verona
Lockport	Wilton Center
Manhattan	Wilmington
Marley	

## STUDENT ENROLLMENT AND DEMOGRAPHIC STATISTICS

Fall	Fall Enrollment				Gender		Attendance		Enrollment Status			
	Head Count	% Change	FTE	% Change	Male	Female	Full Time	Part Time	Continuing Student	New	Transfer	Re-Admit
2019	14,318	(2.77%)	8,022	(1.57%)	44%	56%	33%	67%	53%	30%	3%	14%
2018	14,726	(1.23%)	8,150	(3.88%)	45%	55%	32%	68%	52%	32%	2%	14%
2017	14,910	(3.07%)	8,479	(2.11%)	47%	53%	33%	67%	53%	30%	2%	15%
2016	15,383	2.94%	8,662	(0.43%)	46%	54%	33%	67%	51%	31%	2%	16%
2015	14,944	(5.27%)	8,699	(3.56%)	45%	55%	36%	64%	54%	27%	2%	17%
2014	15,776	(6.48%)	9,020	(6.40%)	46%	54%	35%	65%	52%	30%	2%	16%
2013	16,870	8.22%	9,637	2.18%	46%	54%	35%	65%	55%	26%	2%	17%
2012	15,589	1.74%	9,431	(1.93%)	44%	56%	39%	61%	60%	18%	2%	20%
2011	15,322	(2.26%)	9,617	(1.91%)	43%	57%	42%	58%	62%	16%	3%	19%
2010	15,676	2.54%	9,804	4.09%	44%	56%	44%	56%	61%	17%	3%	19%

Ten Year Average	(8.66%)	(18.18%)
Five Year Average	(4.19%)	(7.78%)

## ILLINOIS COMMUNITY COLLEGE BOARD FUNDING

	<u>2020-21</u>	<u>2019-20</u>	<u>2018-19</u>	<u>2017-18</u>	<u>2016-17</u>	<u>2015-16</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2012-13</u>	<u>2011-12</u>
<b>Education Fund</b>										
Credit Hour	7,900,000	7,000,000	7,001,500	6,883,900	7,868,480	2,139,220	7,448,835	7,146,016	7,048,510	6,994,843
Square Footage				-	-	-	-	-	32,637	76,538
Hold Harmless				-	-	-	-	-	-	-
Career and Technical Education	600,000	600,000	628,980	574,857	651,073	-	645,414	669,381	653,001	707,431
Performance Based		-		6,025	-	-	-	2,506	5,517	-
<b>Total</b>	<b>8,500,000</b>	<b>7,600,000</b>	<b>7,630,480</b>	<b>7,464,782</b>	<b>8,519,553</b>	<b>2,139,220</b>	<b>8,094,249</b>	<b>7,817,903</b>	<b>7,739,665</b>	<b>7,778,812</b>
	11.84%	-0.40%	2.22%	-12.38%	298.26%	-73.57%	3.53%	1.01%	-0.50%	0.23%
<b>Operation &amp; Maintenance</b>										
Deferred Maintenance	-	-	-	-	-	-	-	-	-	-
Capital Renewal	-	-	-	-	-	-	-	-	-	-
Capital Appropriation	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		-	-	-	-	-	-	-	-	-
<b>Restricted Purposes</b>										
Workforce Development										
Business & Industry		-	-	-	-	-	-	-	-	131,935
P-16 Initiative		-	-	-	-	-	-	-	-	-
Student Success		-	-	-	-	-	-	-	-	-
Special Incentive		-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-	<b>131,935</b>
	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>-100.00%</b>	<b>1.33%</b>
<b>Total All Funds</b>	<b>8,500,000</b>	<b>7,600,000</b>	<b>7,630,480</b>	<b>7,464,782</b>	<b>8,519,553</b>	<b>2,139,220</b>	<b>8,094,249</b>	<b>7,817,903</b>	<b>7,739,665</b>	<b>7,910,747</b>
	<b>11.84%</b>	<b>-0.40%</b>	<b>2.22%</b>	<b>-12.38%</b>	<b>298.26%</b>	<b>-73.57%</b>	<b>3.53%</b>	<b>1.01%</b>	<b>-2.16%</b>	<b>0.25%</b>

## COMPARISON OF TAX AND STATE REVENUE BY COLLEGES

	2017 Tax Rate	Equalized Assessed Valuation (EAV)	Tax Extension	2017 Population	Tax Dollars Per District Resident	Tax Rate Restricted Under PTELL	Annual FTE Fiscal 2018	Tax Dollars Per FTE	Fiscal 2019 Equalization/ Legislative Add-On Grant	Fiscal 2019 Operating Grants	Total State Grants	State Grants Per FTE	Tax and State Grants Per FTE
Waubensee	0.6438	9,217,240,197	59,340,592	404,670	146.64	Yes	6,233	9,520	50,000	5,221,780	5,271,780	846	10,366
Elgin	0.5125	11,777,329,171	60,358,812	474,327	127.25	Yes	6,663	9,059	50,000	5,103,940	5,153,940	774	9,832
Oakton	0.2312	22,826,220,852	52,774,223	470,799	112.10	Yes	6,027	8,756	-	4,925,220	4,925,220	817	9,573
Harper	0.4225	19,158,829,072	80,946,053	512,831	157.84	Yes	9,372	8,637	-	7,477,010	7,477,010	798	9,435
Kishwaukee	0.6709	2,159,912,433	14,490,853	111,855	129.55	No	2,238	6,475	2,464,500	1,977,350	4,441,850	1,985	8,460
Lake County	0.2806	24,711,256,642	69,339,786	678,756	102.16	Yes	9,049	7,663	-	7,137,320	7,137,320	789	8,451
Kankakee	0.4851	2,357,917,326	11,438,257	133,456	85.71	No	1,897	6,030	1,613,680	2,090,720	3,704,400	1,953	7,982
McHenry	0.4016	7,289,738,845	29,275,591	266,762	109.74	Yes	4,204	6,964	50,000	2,953,580	3,003,580	714	7,678
South Suburban	0.5784	3,207,180,763	18,550,334	268,310	69.14	Yes	2,820	6,578	678,740	2,031,750	2,710,490	961	7,539
Joliet	0.2995	19,956,025,602	59,768,297	730,391	81.83	Yes	9,462	6,317	-	7,001,500	7,001,500	740	7,057
Illinois Valley	0.3584	3,195,995,018	11,454,446	144,316	79.37	No	1,920	5,966	50,000	1,893,970	1,943,970	1,012	6,978
DuPage	0.2431	43,277,237,219	105,206,964	1,055,951	99.63	Yes	17,010	6,185	-	13,327,850	13,327,850	784	6,969
Morton	0.5823	1,721,823,048	10,026,176	155,809	64.35	Yes	2,673	3,751	4,257,770	1,917,850	6,175,620	2,310	6,061
Prairie State	0.4608	3,147,059,622	14,501,651	212,081	68.38	Yes	3,334	4,350	1,342,980	2,417,860	3,760,840	1,128	5,478
Moraine Valley	0.3644	10,443,699,860	38,056,842	406,375	93.65	Yes	9,575	3,975	5,575,010	7,592,800	13,167,810	1,375	5,350
Triton	0.3054	9,012,128,450	27,523,040	323,795	85.00	Yes	6,723	4,094	-	4,282,340	4,282,340	637	4,731
<b>Peer Average</b>	<b>0.4275</b>	<b>12,091,224,633</b>	<b>41,440,745</b>	<b>396,905</b>	<b>100.77</b>		<b>6,200</b>	<b>6,520</b>				<b>1,101</b>	<b>7,621</b>

## ASSESSED VALUE AND TAX LEVY OF TAXABLE PROPERTY

### Last Ten Fiscal Years

Year of Levy	Tax Rates	Assessed Valuation	%	\$	Tax Levy %	Current Year Taxes Collected	Percent of Levy Collected
2018	0.2928	\$ 20,836,797,570	4.41%	\$ 61,027,313	2.13%	\$ 60,784,241	99.60%
2017	0.2995	19,956,025,602	5.36%	59,754,362	1.76%	59,622,565	99.78%
2016	0.3101	18,940,156,942	4.99%	58,718,081	5.77%	58,512,128	99.65%
2015	0.3078	18,040,252,901	1.94%	55,515,001	1.67%	55,274,230	99.57%
2014	0.3086	17,696,962,322	(0.86%)	54,603,348	3.55%	54,352,004	99.54%
2013	0.2945	17,850,068,427	(4.40%)	52,733,266	2.15%	52,584,615	99.72%
2012	0.2766	18,670,894,035	(5.40%)	51,623,161	6.06%	51,321,101	99.41%
2011	0.2466	19,737,548,883	(5.19%)	48,671,918	2.91%	48,042,862	98.71%
2010	0.2272	20,818,247,143	(2.30%)	47,296,757	3.44%	46,966,219	99.30%
2009	0.2146	21,307,945,484	0.51%	45,724,841	13.75%	45,253,617	98.97%
<b>Ten-Year Average Increase (Decrease)</b>			<b>(0.09%)</b>		<b>4.32%</b>		<b>99.42%</b>
<b>Five-Year Average Increase (Decrease)</b>			<b>3.17%</b>		<b>2.98%</b>		<b>99.63%</b>

**Note:** Assessed value is computed by various county clerks' offices and is equal to approximately one-third of the estimated actual value.

**Sources:** The County Clerk's Office of Cook, Grundy, Kankakee, Kendall, LaSalle, Livingston, and Will Counties.

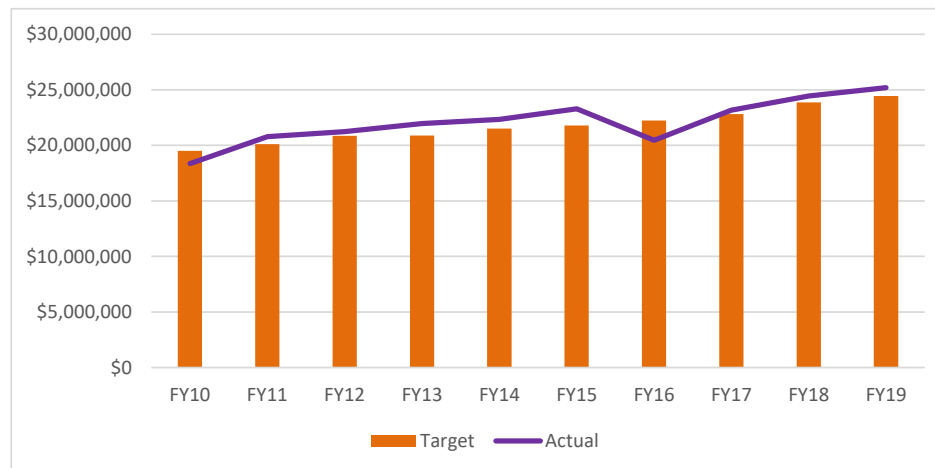


## FUND BALANCES - BUDGETARY BASIS

### Last Ten Fiscal Years

Fiscal Year	Education	Operation & Maintenance	Operation & Maintenance Restricted	Liability, Protection, & Settlement	Health Insurance
2019	20,137,463	5,056,524	21,264,123	835,804	12,999,036
2018	19,447,239	4,995,329	11,736,688	884,766	10,049,257
2017	18,172,657	4,993,918	13,259,507	1,222,224	8,382,786
2016	15,559,808	4,899,445	49,599,259	1,484,398	6,915,508
2015	18,675,671	4,606,977	85,987,209	1,476,116	5,986,565
2014	17,984,787	4,349,747	86,132,168	1,556,904	3,954,935
2013	17,717,440	4,247,187	51,283,403	1,351,296	3,347,852
2012	17,566,350	3,660,528	62,647,981	1,086,607	3,769,369
2011	17,424,458	3,361,339	101,511,037	934,026	4,212,679
2010	15,553,853	2,803,726	142,303,484	1,028,044	5,763,159
<b>10 year Ave.</b>	<b>\$ 17,823,973</b>	<b>\$ 4,297,472</b>	<b>\$ 62,572,486</b>	<b>\$ 1,186,019</b>	<b>\$ 6,538,115</b>

**Source:** Annual audited financial statements.



### Per Board Policy 8.01.07

**To maintain an operating (Education + O&M) fund balance of 25% of revenues.**

## ENROLLMENT BY ETHNICITY FALL 1999-2019

Ethnicity	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
African-American	796	932	1,136	1,405	1,343	1,242	1,369	1,318	1,356	1,495	1,599	1,852	1,884	1,713	1,705	1,547	1,486	1,455	1,461	1,511
Native-American	21	26	31	22	33	18	36	21	25	28	31	90	89	138	176	150	121	119	86	76
Asian	199	213	222	213	278	279	332	346	353	394	393	420	385	374	426	448	430	491	452	463
Latino	786	1,276	1,434	1,614	1,756	1,493	1,882	2,009	2,015	2,150	2,165	2,782	3,013	3,369	3,747	3,585	3,705	4,025	4,057	4,128
White	9,019	8,853	9,236	9,620	9,810	9,703	9,385	9,217	9,390	10,011	10,157	9,956	9,444	9,535	10,411	9,633	8,835	8,966	8,534	8,237
Non-Resident Alien	37	34	30	30	25	16	18	13	10	10	13	8	10	2	3	6	7	3	4	2
Unknown/Other	0	0	0	0	0	0	0	0	0	0	930	568	497	458	402	407	360	324	316	309
<b>TOTAL</b>	<b>10,858</b>	<b>11,334</b>	<b>12,089</b>	<b>12,904</b>	<b>13,245</b>	<b>12,751</b>	<b>13,022</b>	<b>12,924</b>	<b>13,149</b>	<b>14,088</b>	<b>15,288</b>	<b>15,676</b>	<b>15,322</b>	<b>15,589</b>	<b>16,870</b>	<b>15,776</b>	<b>14,944</b>	<b>15,383</b>	<b>14,910</b>	<b>14,726</b>

Ethnicity	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
African-American	7.3%	8.2%	9.4%	10.9%	10.1%	9.7%	10.5%	10.2%	10.3%	10.6%	10.5%	11.8%	12.3%	11.0%	10.1%	9.8%	9.9%	9.5%	9.8%	10.3%
Native-American	0.2%	0.2%	0.3%	0.2%	0.2%	0.1%	0.3%	0.2%	0.2%	0.2%	0.2%	0.6%	0.6%	0.9%	1.0%	1.0%	0.8%	0.8%	0.6%	0.5%
Asian	1.8%	1.9%	1.8%	1.7%	2.1%	2.2%	2.5%	2.7%	2.7%	2.8%	2.6%	2.7%	2.5%	2.4%	2.5%	2.8%	2.9%	3.2%	3.0%	3.1%
Latino	7.2%	11.3%	11.9%	12.5%	13.3%	11.7%	14.5%	15.5%	15.3%	15.3%	14.2%	17.7%	19.7%	21.6%	22.2%	22.7%	24.8%	26.2%	27.2%	28.0%
White	83.1%	78.1%	76.4%	74.6%	74.1%	76.1%	72.1%	71.3%	71.4%	71.1%	66.4%	63.5%	61.6%	61.2%	61.7%	61.1%	59.1%	58.3%	57.2%	55.9%
Non-Resident Alien	0.3%	0.3%	0.2%	0.2%	0.2%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Unknown/Other	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	6.1%	3.6%	3.2%	2.9%	2.4%	2.6%	2.4%	2.1%	2.1%	2.1%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Minorities	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
African-American	796	932	1,136	1,405	1,343	1,242	1,369	1,318	1,356	1,495	1,599	1,852	1,884	1,713	1,705	1,547	1,486	1,455	1,461	1,511
Native-American	21	26	31	22	33	18	36	21	25	28	31	90	89	138	176	150	121	119	86	76
Asian	199	213	222	213	278	279	332	346	353	394	393	420	385	374	426	448	430	491	452	463
Latino	786	1,276	1,434	1,614	1,756	1,493	1,882	2,009	2,015	2,150	2,165	2,782	3,013	3,369	3,747	3,585	3,705	4,025	4,057	4,128
Non-Resident Alien	37	34	30	30	25	16	18	13	10	10	13	8	10	2	3	6	7	3	4	2
<b>TOTAL</b>	<b>1,839</b>	<b>2,481</b>	<b>2,853</b>	<b>3,284</b>	<b>3,435</b>	<b>3,048</b>	<b>3,637</b>	<b>3,707</b>	<b>3,759</b>	<b>4,077</b>	<b>4,201</b>	<b>5,152</b>	<b>5,381</b>	<b>5,596</b>	<b>6,057</b>	<b>5,736</b>	<b>5,749</b>	<b>6,093</b>	<b>6,060</b>	<b>6,180</b>

Minorities	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
African-American	43.3%	37.6%	39.8%	42.8%	39.1%	40.7%	37.6%	35.6%	36.1%	36.7%	38.1%	35.9%	35.0%	30.6%	28.1%	27.0%	25.8%	23.9%	24.1%	24.4%
Native-American	1.1%	1.0%	1.1%	0.7%	1.0%	0.6%	1.0%	0.6%	0.7%	0.7%	0.7%	1.7%	1.7%	2.5%	2.9%	2.6%	2.1%	2.0%	1.4%	1.2%
Asian	10.8%	8.6%	7.8%	6.5%	8.1%	9.2%	9.1%	9.3%	9.4%	9.7%	9.4%	8.2%	7.2%	6.7%	7.0%	7.8%	7.5%	8.1%	7.5%	7.5%
Latino	42.7%	51.4%	50.3%	49.1%	51.1%	49.0%	51.7%	54.2%	53.6%	52.7%	51.5%	54.0%	56.0%	60.2%	61.9%	62.5%	64.4%	66.1%	66.9%	66.8%
Non-Resident Alien	2.0%	1.4%	1.1%	0.9%	0.7%	0.5%	0.5%	0.4%	0.3%	0.2%	0.3%	0.2%	0.2%	0.0%	0.0%	0.1%	0.1%	0.0%	0.1%	0.0%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

Overall	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Minorities	1,839	2,481	2,853	3,284	3,435	3,048	3,637	3,707	3,759	4,077	4,201	5,152	5,381	5,596	6,057	5,736	5,749	6,093	6,060	6,180
Total Enrollment	10,858	11,334	12,089	12,904	13,245	12,751	13,022	12,924	13,149	14,088	15,288	15,676	15,322	15,589	16,870	15,776	14,944	15,383	14,910	14,726
% Minority	16.9%	21.9%	23.6%	25.4%	25.9%	23.9%	27.9%	28.7%	28.6%	28.9%	27.5%	32.9%	35.1%	35.9%	35.9%	36.4%	38.5%	39.6%	40.6%	42.0%

Source: Fall Census Enrollment (E1) File  
Institutional Research and Effectiveness

## STUDENTS AT A GLANCE

ALL STUDENTS				
Fall Semester	Head Count		FTE	
	JJC	All Illinois*	JJC	All Illinois*
2010	15,676	379,736	9,801	224,676
2011	15,322	372,566	9,617	217,674
2012	15,589	358,562	9,431	208,508
2013	16,870	351,570	9,636	205,005
2014	15,776	336,102	9,020	194,485
2015	14,944	316,155	8,699	183,870
2016	15,383	304,173	8,662	176,797
2017	14,910	293,417	8,479	170,303
2018	14,726	283,415	8,150	164,405
2019	14,318	271,426	8,022	157,615

Change '10-19	Head Count		FTE	
	JJC	All Illinois	JJC	All Illinois
Number Change	1,577	-63,862	271	-33,068
Percent Change	12.0%	-18.4%	3.4%	-16.7%

FALL 2007-2018 ENROLLMENT BY AGE, RACE, GENDER, & STATUS												
Fall Semester	African-Am.	Nat-Am.	Asian	Latino	White	Non-Res. Alien	All Minority	Male	Female	Avg. Age	Full-Time	Part-Time
2010	1,884	89	385	3,013	9,444	10	5,381	6,617	8,705	26.1	6,407	8,915
2011	1,713	138	374	3,369	9,535	2	5,596	6,864	8,725	25.7	6,013	9,576
2012	1,705	176	426	3,747	10,411	3	6,057	7,792	9,078	24.6	5,849	11,021
2013	1,547	150	448	3,585	9,633	6	5,736	7,212	8,564	24.1	5,562	10,214
2014	1,486	121	430	3,705	8,835	7	5,749	6,790	8,154	23.9	5,327	9,617
2015	1,455	119	491	4,025	8,966	3	6,093	7,052	8,331	23.4	5,130	10,253
2017	1,461	86	452	4,057	8,534	4	6,060	6,948	7,962	23.5	4,924	9,986
2018	1,511	76	463	4,128	8,237	2	6,180	6,573	8,153	23.1	4,685	10,041
2019	1,474	58	460	4,172	7,823	2	6,166	6,258	8,060	23.0	4,690	4,291

Change '10-19	African-Am.	Nat-Am.	Asian	Latino	White	Non-Res. Alien	All Minority	Male	Female	Avg. Age	Full-Time	Part-Time
Number Change	-410	-31	75	1,159	-1,621	-8	785	-359	-645	-3	-1,717	-4,624
Percent Change	-21.8%	-34.8%	19.5%	38.5%	-17.2%	-80.0%	14.6%	-5.4%	-7.4%	-11.9%	-26.8%	-51.9%

Source: Fall Census Enrollment (E1) File  
 Institutional Research and Effectiveness

## HIGH SCHOOL STUDENTS WHO ATTEND JOLIET JUNIOR COLLEGE

County	Fall 2019 - High School Graduates Who Attend JJC by County			
	HS Graduates	% at JJC	Estimated HS Graduates Who Attend College*	Estimated % Who Choose JJC
<b>Cook</b>	345	3.2%	242	4.6%
<b>Kendall</b>	43	16.3%	30	23.3%
<b>LaSalle</b>	119	16.8%	83	24.0%
<b>Will</b>	8,480	16.3%	5,936	23.3%
<b>Livingston</b>	62	11.3%	43	16.1%
<b>Grundy</b>	1,097	21.9%	768	31.3%
<b>Total</b>	<b>10,146</b>	<b>16.4%</b>	<b>7,102</b>	<b>23.5%</b>

*\*Source: U.S. Department of Education, National Center for Education Statistics. The Condition of Education 2017 (NCES 2017-144), Immediate Transition to College. (Estimated Matriculation Rate is 70%).*

*The fifth column represents the estimated percentage of feeder high school graduates who enroll in college including JJC.*

Institutional Research and Effectiveness

## OCCUPATIONAL PROJECTIONS

### BY STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODE - JJC DISTRICT 525

SOC Code	Description	2020 Jobs	2024 Jobs	# Change	% Change	Median Hourly Wage
11-0000	Management Occupations	21,421	22,299	878	4.1%	\$ 44.01
13-0000	Business and Financial Operations Occupations	12,102	12,644	542	4.5%	29.98
15-0000	Computer and Mathematical Occupations	5,175	5,382	207	4.0%	36.72
17-0000	Architecture and Engineering Occupations	3,880	3,953	73	1.9%	36.65
19-0000	Life, Physical, and Social Science Occupations	1,902	1,871	(31)	-1.6%	29.99
21-0000	Community and Social Service Occupations	3,715	3,988	273	7.3%	20.58
23-0000	Legal Occupations	1,390	1,429	39	2.8%	43.05
25-0000	Education, Training, and Library Occupations	20,043	20,918	875	4.4%	22.10
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	4,020	4,188	168	4.2%	19.53
29-0000	Healthcare Practitioners and Technical Occupations	16,311	17,358	1,047	6.4%	31.65
31-0000	Healthcare Support Occupations	7,593	8,284	691	9.1%	13.97
33-0000	Protective Service Occupations	6,071	6,274	203	3.3%	22.12
35-0000	Food Preparation and Serving Related Occupations	25,320	27,493	2,173	8.6%	9.96
37-0000	Building and Grounds Cleaning and Maintenance Occupations	8,970	9,324	354	3.9%	13.47
39-0000	Personal Care and Service Occupations	9,419	9,973	554	5.9%	11.02
41-0000	Sales and Related Occupations	32,591	34,021	1,430	4.4%	12.61
43-0000	Office and Administrative Support Occupations	40,906	42,449	1,543	3.8%	16.03
45-0000	Farming, Fishing, and Forestry Occupations	467	493	26	5.6%	13.06
47-0000	Construction and Extraction Occupations	14,776	15,090	314	2.1%	31.02
49-0000	Installation, Maintenance, and Repair Occupations	12,363	13,180	817	6.6%	22.17
51-0000	Production Occupations	19,364	20,106	742	3.8%	16.08
53-0000	Transportation and Material Moving Occupations	38,469	43,118	4,649	12.1%	14.59
		<b>306,268</b>	<b>323,835</b>	<b>17,567</b>	<b>5.7%</b>	<b>\$ 23.20</b>

**Source:** EMSI industry data and final EMSI staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors).

## DEMOGRAPHIC DATA - JOLIET JUNIOR COLLEGE DISTRICT 525

### District Land Area

1,442 Square miles

### Total Population

2020 733,762

2024 739,484

# Change 2020-2024: 5,722

% Change 2020-2024: 0.8%

% Annual Rate 2020-2024: 0.2%

### Race

% White 66.4%

% Black 9.4%

% Asian/ Pac. Isl. 4.6%

% Hispanic or Latino 17.9%

% Am/ Ind/AK Native 0.1%

% Unknown/Other 1.6%

### Gender

% Males 49.6%

% Females 50.4%

### Age

% Under 5 6.1%

% 5 to 19 20.6%

% 20 to 64 58.8%

% 65 and Over 14.5%

### Households

2020 241,498

2040 393,148

# Change 2020-2040: 151,650

% Change 2020-2040: 62.8

% Annual Rate 2020-2040: 3.0

Median Home Value \$224,600

### Household Income

5-Yr Estimate \$81,438

### Persons Below Poverty

5-Yr Estimate 7.0%

### Education Level Age 25+

Associate's Degree or Less 67.0%

At Least Bachelor's Degree 33.0%

### Workforce

2020 306,268

2030 340,724

# Change 2020-2030: 34,456

% Change 2020-2030: 11.3%

% Annual Rate 2020-2030: 0.5%

### Consumer Spending\*

Total Household Expenditure 118

Contributions 124

Insurance 124

Clothing 119

Education 125

Entertainment 120

Food 116

Health Care 113

Household Furnishings 122

Shelter 119

Household Operations 124

Other 115

Personal Care 117

Reading 118

Tobacco 107

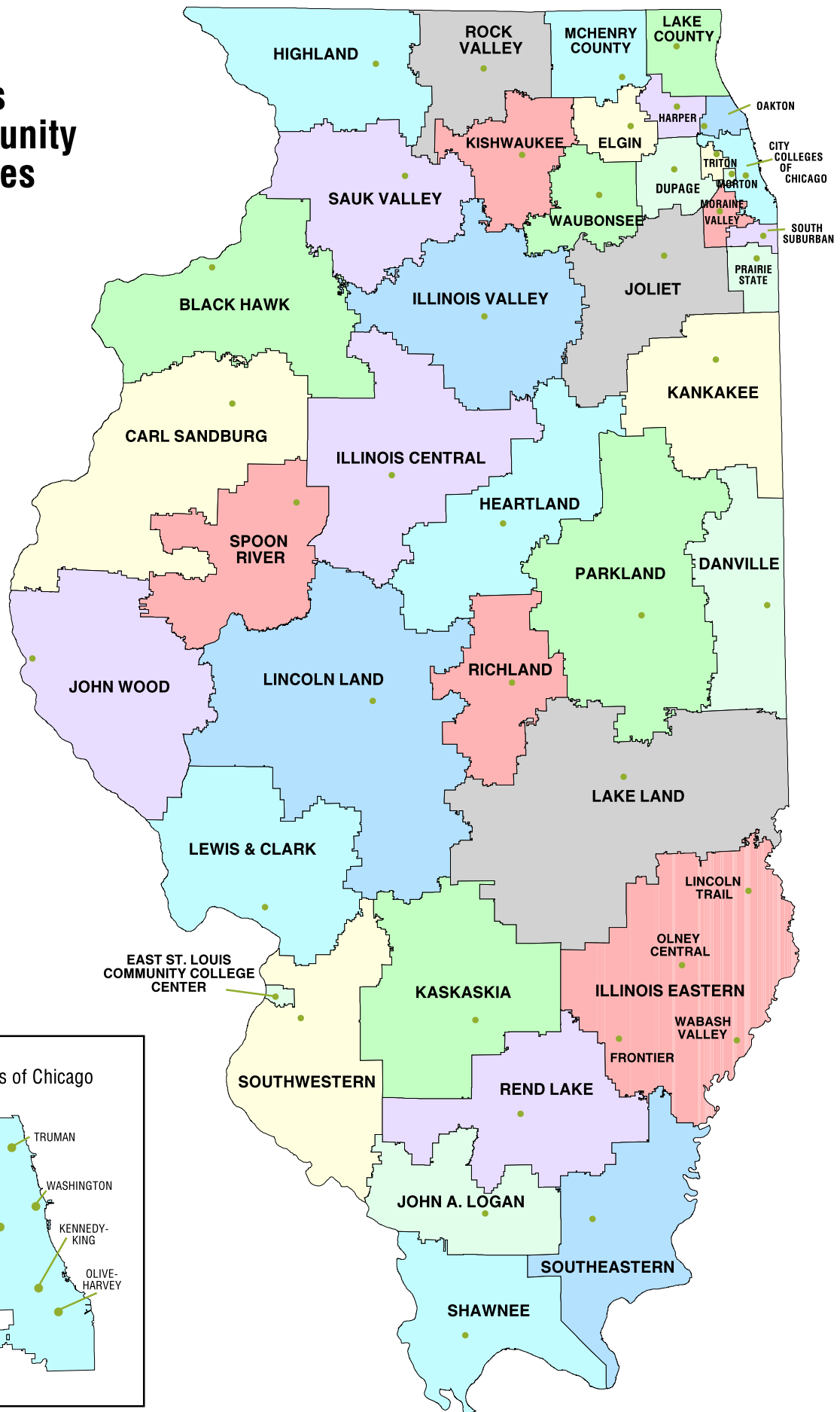
Transportation 118

Utilities 113

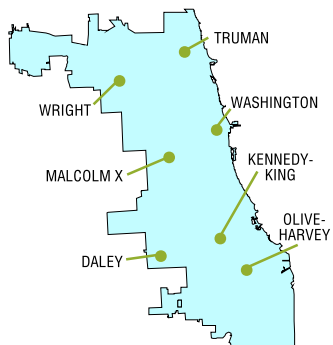
Gifts 122

\*National Average is 100

# Illinois Community Colleges



## City Colleges of Chicago





## CAMPUS LOCATIONS



Joliet Junior College District 525 encompasses approximately 1,442 square miles in area and serves all or parts of the following counties:

- Will
- Grundy
- Kankakee
- Kendall
- LaSalle
- Livingston
- Cook

The main campus is located at 1215 Houbolt Road in Joliet, Illinois which is positioned on the west side of Joliet and relatively in the center of the overall district. The campus is bounded by the Will County Forest Preserve to the north, Houbolt Road to the east, Olympic Boulevard and Rock Run Industrial Park to the south and Rock Run Creek to the west. The main campus site is very unique. At 368 acres, it is the largest site of all Illinois Community Colleges.

The main campus is located approximately 45 miles from downtown Chicago and is considered to be geographically part of the Chicago metropolitan area. Located near major interstates I-55 and I-80, Joliet and Joliet Junior College are a major part of the metropolitan area.



In addition to the main campus, the college offers programs at four other sites within the district. They are located in:



Romeoville  
*Romeoville Campus,*

Morris  
*Morris Education Center,*

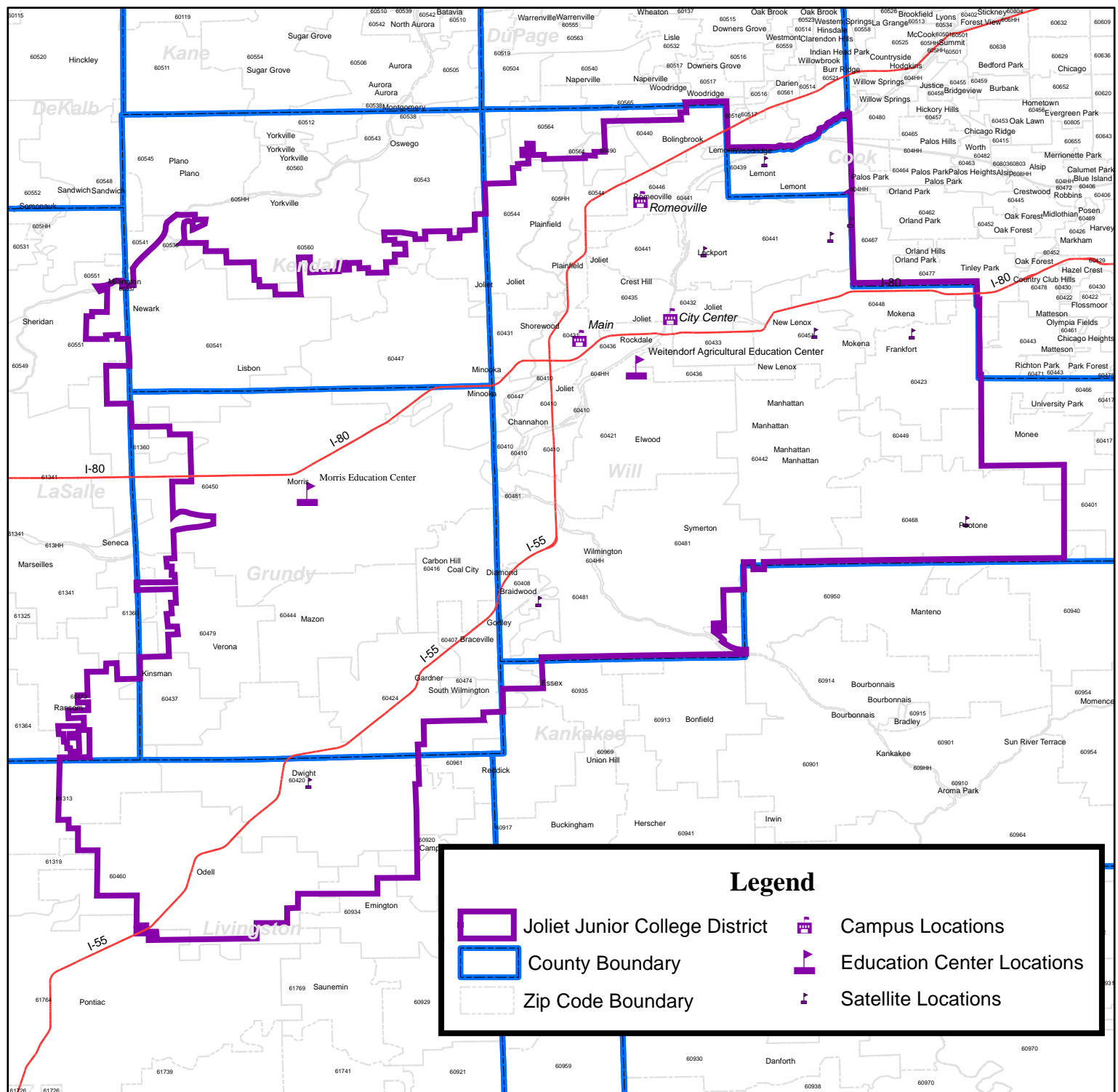


Laraway Road, Joliet  
*Weitendorf Agricultural Education Center,*

and downtown Joliet  
*City Center Campus.*



# Joliet Junior College District 525



**JOLIET JUNIOR COLLEGE  
RESOLUTION TO ADOPT TENTATIVE FISCAL YEAR 2020-2021 BUDGET  
OF THE ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 525  
COUNTIES OF WILL, GRUNDY, LIVINGSTON, COOK,  
KENDALL, LASALLE, AND KANKAKEE,  
STATE OF ILLINOIS**

For the fiscal college year beginning July 1, 2020, and ending June 30, 2021.

**WHEREAS**, the Illinois Public Community College Act, 110 ILCS 805/3-20.1, requires the adoption of a budget.

**NOW, THEREFORE, BE IT RESOLVED** by the College Board of the Illinois Community College District No. 525, Counties of Will, Grundy, Livingston, Cook, Kendall, LaSalle, and Kankakee, State of Illinois as follows:

- (1) That the fiscal year of the college district be and the same hereby is fixed and declared to be from July 1, 2020 to June 30, 2021.
- (2) That a tentative budget for said fiscal year be and same hereby is adopted,
- (3) That the budgeted named sums, or so much thereof as may be necessary, respectively, for the purpose named, are hereby tentatively appropriated to meet the necessary expense and liability of Illinois Community College District No. 525, Counties of Will, Grundy, Livingston, Cook, Kendall, LaSalle, and Kankakee, State of Illinois, for said fiscal year beginning July 1, 2020 and ending June 30, 2021.
- (4) That the tentative budget shall be available for public inspection in accordance with state law on Joliet Junior College's website, <https://bit.ly/draftbudget20-21>, from this date until the 17<sup>th</sup> day of June 2020.

On the 17<sup>th</sup> day of June 2020, at 5:30 p.m. C.D.S.T., a public hearing shall be held at Joliet Junior College, Illinois Community College District No. 525, in the Board Room, A-3104, 1215 Houbolt Road, Joliet, Illinois, upon said tentative budget.

- (5) That the Vice President, Administrative Services shall cause publication of the date, time, and place of said public hearing and the purpose therefore in a newspaper printed and published and of general circulation in the Illinois Community College District No. 525, once at least 30 days prior to the date of said hearing.

**ADOPTED** this 13<sup>th</sup> day of May 2020.

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Chairman, Board of Trustees, Joliet Junior College,  
Illinois Community College District No. 525, Counties  
of Will, Grundy, Livingston, Cook, Kendall, LaSalle,  
and Kankakee, State of Illinois

**ATTEST:**

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Secretary, Board of Trustees, Joliet Junior College  
Illinois Community College District No. 525,  
Counties of Will, Grundy, Livingston, Cook,  
Kendall, LaSalle, and Kankakee, State of Illinois

**JOLIET JUNIOR COLLEGE**  
**ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 525**  
**STATE OF ILLINOIS**  
**BUDGET RESOLUTION FOR FISCAL YEAR 2020-2021**

The budget for Joliet Junior College, Illinois Community College District No. 525, Counties of Will, Grundy, Livingston, Cook, Kendall, LaSalle, and Kankakee, State of Illinois, for the fiscal year beginning July 1, 2020, and ending on June 30, 2021.

**WHEREAS** the Board of Trustees of Joliet Junior College, Illinois Community College District No. 525, Counties of Will, Grundy, Livingston, Cook, Kendall, LaSalle, and Kankakee, State of Illinois, caused to be prepared in tentative form a budget, and the Vice President, Administrative Services has made the same conveniently available for public inspection for at least thirty days prior to final action thereon; and

**WHEREAS** a public hearing was held on such budget on the 24<sup>th</sup> day of June, 2020, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of said district as follows:

**Section 1:** That the fiscal year of Joliet Junior College be and the same hereby is fixed and declared to be beginning July 1, 2020, and ending June 30, 2021.

**Section 2:** That the following budget, containing an estimate of amounts available in each Fund, separately, and of expenditures from each be and the same is hereby adopted as the budget of Joliet Junior College for the same fiscal year.

Motion for adoption was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ . On roll, there being \_\_\_\_\_ members present, the vote was:

AYES

NAYS

(1)	(1)
(2)	(2)
(3)	(3)
(4)	(4)
(5)	(5)
(6)	(6)
(7)	(7)

The ayes being \_\_\_\_\_ and the nays being \_\_\_\_\_ the absentees being \_\_\_\_\_ and those voting present being \_\_\_\_\_, the Chairman declared the budget adopted as of this 24<sup>th</sup> day of June 2020.

\_\_\_\_\_  
Secretary of the Board of Trustees, Joliet Junior College,  
Illinois Community College District No. 525, Counties  
of Will, Grundy, Livingston, Cook, Kendall, LaSalle,  
and Kankakee, State of Illinois

**JOLIET JUNIOR COLLEGE  
CERTIFICATION OF BUDGET/APPROPRIATION  
IN ACCORDANCE WITH CHAPTER 35 SECTION 200/18-50  
ILLINOIS COMPILED STATUTES**

The undersigned, Chairman of the Board of Trustees of Joliet Junior College, Illinois, Community College District No. 525, Counties of Will, Grundy, Livingston, Cook, Kendall, LaSalle, and Kankakee, State of Illinois, and the Chief Financial Officer of said taxing district, do hereby certify that the attached hereto is a true and correct copy of the Budget/Appropriation of said Joliet Junior College District 525 for its 2020-21 fiscal year, adopted on June 24, 2020.

We further certify that the estimate of revenues, by source, anticipated to be received by said taxing district, either set forth in said document or attached hereto separately, is a true statement of said estimate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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Chairman, Board of Trustees, Joliet  
Junior College, Illinois Community  
College District 525, Counties of  
Will, Grundy, Livingston, Cook,  
Kendall, LaSalle, and Kankakee,  
State of Illinois

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Chief Financial Officer/Treasurer,  
Joliet Junior College, Illinois  
Community College District 525,  
Counties of Will, Grundy, Livingston,  
Cook, Kendall, LaSalle, and Kankakee,  
State of Illinois

# **GLOSSARY/ACRONYMS**

## GLOSSARY OF TERMS

NOTE: Terms which relate to FUND, OBJECT, PROGRAM, and REVENUES have been grouped under those general headings within the glossary in order to emphasize those relationships and financial groupings. All entries are listed alphabetically except for ACRONYMS, which, for convenience, are listed at the end of the glossary section.

**ACADEMIC SUPPORT.** (See PROGRAM)

**ACADEMIC TERM.** An academic term is any period of time in which course work is offered by the institution and for which students seek enrollment. The term may include a regular session or a special session or both. The college uses the semester system, which consists of the summer, fall and spring semesters.

**ACCOUNT NUMBER.** An account number is a defined code for recording and summarizing financial transactions.

**ACCOUNTING PERIOD.** The accounting period is a period at the end of which and for which financial statements are prepared.

**ACCRUAL BASIS.** Accrual basis accounting is an accounting system that records revenues when earned, but not necessarily received, and expenditures when a liability is created, regardless of the accounting period in which cash payment is actually made. An encumbrance system may be used in conjunction with an accrual basis accounting system.

**ACCRUED EXPENSES.** Accrued expenses are those expenses which have been incurred and have not been paid as of a given date.

**ACCRUED INTEREST.** Accrued interest is earned between interest dates but not yet paid.

**ACCRUED LIABILITIES.** Accrued liabilities are those amounts owed, but not yet paid.

**ACCRUED REVENUE.** Accrued revenue is earned and not yet collected regardless of whether due or not.

**APPROPRIATION.** An appropriation is an authorization that enables the college to make expenditures and incur obligations for a specific purpose.

**ASSESSED VALUATION.** The assessed valuation is the value on each unit of property for which a prescribed amount must be paid as property taxes.

**ASSETS.** The entire property owned by the college.

**AUDIT.** An audit is an examination of the financial records of the college to obtain reasonable assurance that the financial statements prepared by the college are free of



material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. It further includes an assessment of the accounting principles and procedures used and of the significant financial estimates made by management.

**AUDIT FUND.** (See FUND)

**AUXILIARY ENTERPRISES FUND.** (See FUND)

**BALANCED BUDGET.** A balanced budget is a budget for which revenues plus other funding sources are equal to or are greater than expenditures.

**BOND.** A bond is a written promise to pay a specific sum of money, called the face value or principle amount, at a specified date (or dates) in the future, called the maturity date, and with periodic interest at a rate specified in the bond. A bond is generally issued for a specific purpose or project, such as construction of a new facility.

**BOND AND INTEREST FUND.** (See FUND)

**BONDED DEBT.** Bonded debt is the part of the college debt which is covered by outstanding bonds.

**BUDGET.** The budget is a controlled plan to be used in implementing the philosophy and the objectives of the college. Its development should involve maximum participation and, therefore, the aims and objectives of the college should be reflected at each level. The budget is a legal document once it has been approved by the board.

**BUILDINGS.** Facilities permanently affixed to the land, including their associated heating and air conditioning systems, electrical and sound systems, plumbing and sewer systems, elevators, and other fixed equipment.

**CAPITAL EQUIPMENT.** (See OBJECT)

**CASH.** (See REVENUES)

**CONFERENCE AND MEETING EXPENSES.** (See OBJECT)

**CONTINGENCY.** (See OBJECT)

**CONTRACTUAL SERVICES.** (See OBJECT)

**CORPORATE PERSONAL PROPERTY REPLACEMENT TAX.** The CPPR tax is collected by the Illinois Department of Revenue as a replacement for the personal property tax.

**COST BENEFIT.** Cost benefit analyses are those studies which provide the means for comparing the resources to be allocated to a specific program with the results likely to be obtained from it, or the analyses which provide the means for comparing the results likely



to be obtained from the allocation of certain resources toward the achievement of alternate or competing objectives.

**COURSE.** A course is defined as an educational unit within the instructional programs dealing with a particular subject and consisting of instructional periods and one or more instructional delivery systems. Courses are generally classified by the discipline they belong to and the level of instruction

**COURSE CREDIT.** Course credit is the number of credits that will be earned by the student for successful completion of a course.

**CREDIT HOUR GRANT.** Credit hour grants are received for courses for each semester credit hour or equivalent for students who were certified as being in attendance at midterm of the semester during the fiscal year. There are no special restrictions on the use of these funds.

**CURRENT ASSETS.** Current assets are cash or anything that can be readily converted into cash.

**CURRENT EXPENSES.** Current expenses are any expenses except for capital outlay and debt service. They include total charges incurred, whether paid or unpaid.

**CURRENT LIABILITIES.** Current liabilities are debts which are payable within a relatively short period of time, usually no longer than a year.

**DEBT SERVICE.** Debt service includes expenditures for the retirement of debt and expenditures for interest on debt, except principal and interest on current loans, which are loans payable in the same fiscal year in which the money was borrowed.

**DEFERRED CHARGES.** Deferred charges include expenditures which are not chargeable to the fiscal year in which they are made, but are carried over on the asset side of the balance sheet pending amortization or some other disposition. Deferred charges differ from prepaid expenses in that they usually extend over a long period of time and may or may not be regularly recurring costs of operation.

**DEFERRED REVENUE.** Deferred revenues are those monies or entitlements which have been recognized as revenues, but have not been received and are therefore not available for use. Deferred revenue is considered a liability.

**DEFICIT.** A deficit is a shortfall of revenues under expenditures and transfers.

**DEPRECIATION.** Depreciation is a fall in value, reduction of worth. It is the deterioration, or the loss or lessening in value, arising from age, use and improvements due to better methods.

**DIRECT COSTS.** Direct costs are those elements of cost which can be easily, obviously, and conveniently identified with specific programs or activities, as

distinguished from those costs incurred for several different activities or programs and whose elements are not readily identified with specific activities.

**DISBURSEMENTS.** Disbursements are the actual payment of cash by the college.

**DOUBLE-ENTRY ACCOUNTING.** Double-entry accounting is an accounting system that requires for every entry made to the debit side of an account or accounts, there must be an equal entry to the credit side of an account or accounts.

**EDUCATION FUND.** (See FUND)

**EMPLOYEE BENEFITS.** (See OBJECT)

**ENCUMBRANCES.** Encumbrances are actual or anticipated liabilities provided for by an appropriation which is recognized when a contract, purchase order, or salary commitment is made. It reduces the appropriation to avoid expenditure of funds needed to pay anticipated liabilities or expenditures.

**EQUALIZATION GRANT.** Equalization grants attempt to reduce the disparity in local funds available per student among districts. Equalized assessed valuations, full-time equivalent students, corporate personal property replacement tax revenue, fixed costs, and the district's program mix are considered in the equalization calculations.

**EXPENDITURES.** Expenditures are the total charges incurred by the college regardless of the time of payment.

**FACILITIES REVENUE.** (See REVENUES)

**FEDERAL GOVERNMENT SOURCES.** (See REVENUES)

**FINANCIAL STATEMENT.** A financial statement is a formal summary of accounting records setting forth the district's financial condition and results of operations.

**FISCAL YEAR.** The fiscal year is the year by or for which accounts are reckoned or the year between one annual time of settlement or balancing of accounts and another. It consists of a period of 12 months, not necessarily concurrent with the calendar year, with reference to which appropriations are made and expenditures are authorized and at the end of which accounts are made up and the books are balanced. The college's fiscal year is the period July 1 to June 30 of the following calendar year inclusive.

**FIXED ASSETS.** Fixed assets are those assets essential to continuance of proper operation of the college. They include land, buildings, machinery, furniture, and other equipment which the college intends to hold or continue to use over a long period of time.

**FIXED CHARGES.** (See OBJECT)

**FULL-TIME EQUIVALENT.** For students, the full-time equivalent indicator is the statistical student unit calculated by dividing all credit hours (both certificate and degree) generated at the college by 15 credit hours for any given academic term. To determine the annual full-time equivalent student, the total credit hours for the year are divided by 30 credit hours. This is not to be confused with a full-time student, which is a student who is enrolled for 12 or more credit hours per semester. For faculty the full-time equivalent is 30 instructional hour equivalents per year. For classified staff personnel, the full-time equivalent is 40 hours of work per week.

**FUND.** A fund is an accounting entity with a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund to insure observance of limitations and restrictions placed on the use of resources. For accounting and reporting purposes, funds of similar characteristics may be combined into fund groups. Funds are established and organized for budgeting, accounting, and reporting purposes in accordance with activities and objectives as specified by donors of resources, in accordance with regulations, restrictions, or limitations imposed by sources outside the college, or in accordance with directions issued by the Board of Trustees. The fund number follows the fund name.

**AUDIT FUND (Fund 11) (a Special Revenue Fund)**

The Audit Fund is used for recording the payment of auditing expenses. The audit tax levy is recorded in this fund and monies in this fund should be used only for the payment of auditing expenses.

**AUXILIARY ENTERPRISES FUND (Fund 05) (a Special Revenue Fund)**

The Auxiliary Enterprises Fund accounts for college services where a fee is charged to students/staff. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund.

**BOND AND INTEREST FUND (Fund 04) (a Debt Service Fund)**

The Bond and Interest Fund is used to account for payment of principal, interest, and related charges on any outstanding bonds. Debt service for each bond issue must be accounted for separately using a group of self-balancing accounts within the fund.

**EDUCATION FUND (Fund 01) (a General Fund)**

The Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative, and professional salaries; supplies and equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college.

**LIABILITY, PROTECTION, AND SETTLEMENT FUND (Fund 12) (a Special Revenue Fund)**

Tort liability, property insurance, unemployment insurance, and worker's compensation levies should be recorded in this fund. Monies in this fund, including interest earned on the assets of the fund, should be used for payment of

tort liability property, unemployment, or worker's compensation insurance or claims.

**OPERATIONS AND MAINTENANCE FUND (Fund 02) (a General Fund)**

The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures; rental of buildings and property for community college purposes; payment of all premiums for insurance upon buildings and building fixtures; salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, custodial supplies, and equipment; and professional surveys of the condition of college buildings.

**OPERATIONS AND MAINTENANCE FUND (Restricted) (Fund 03) (a Capital Projects Fund)**

The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition.

**RESTRICTED PURPOSES FUND (Fund 06) (a Special Revenue Fund)**

The Restricted Purposes Fund is used for the purpose of accounting for monies that have restrictions regarding their use. Each specific grant or project should be accounted for separately using a complete group of self-balancing accounts within the fund.

**SELF-INSURANCE FUND (Fund 23) (a Proprietary Fund)** The Self-Insurance Fund is used for the purpose of accounting for monies used for medical, vision, dental insurance, and workers' compensation claims for employees.

**WORKING CASH FUND (Fund 07) (a Nonexpendable Trust Fund)**

The Working Cash Fund is used to enable the district to have on hand at all times sufficient cash to meet the demands of ordinary and necessary expenditures. This fund is used to account for the proceeds of working cash bonds. By making temporary transfers, the Working Cash Fund is used as a source of working capital by other funds. Such transfers assist operating funds in meeting demands during periods of temporary low cash balances.

**FUND BALANCE.** The fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. Also termed Fund Equity.

**GENERAL ADMINISTRATION.** (See PROGRAM)

**GENERAL MATERIALS AND SUPPLIES.** (See OBJECT)

**INDEPENDENT OPERATIONS.** (See AUXILIARY ENTERPRISES FUND)

**INDIRECT COSTS.** Indirect costs are those elements of cost necessary in the provision of a service which are of such nature that they cannot be readily or accurately identified with the specific service

**INSTITUTIONAL SUPPORT.** (See PROGRAM)

**INSTRUCTION.** (See PROGRAM)

**INTERFUND TRANSFERS.** Interfund transactions are for transfer of monies between funds. Monies may not be transferred between funds except by the same procedure as that used to approve the budget, including public notification, publication, inspection, and comment. Interfund transfers are usually part of the overall budget plan and are built into the budget at the time of its approval by the Board of Trustees.

**INTERNAL CONTROL.** The purpose of internal control is to safeguard the use of public funds and to protect the public trust on behalf of the college. Internal controls are those activities and organizational preparations designed to insure effective accounting control over assets, liabilities, revenues, expenditures, and any other activities associated with the finance and accounting actions of the college. Some of the precautions instituted by internal control are ensuring that no single individual can perform a complete cycle of financial operations and that procedures of the finance and accounting system are specific and monitored. Internal control also requires designated levels of authorization for all actions under the system.

**INVESTMENT REVENUE.** (See REVENUES)

**INVESTMENTS.** Investments are securities or other properties in which money is held, either temporarily or permanently, in expectation of obtaining revenues. Legal investments for community college funds are governed by state statute, which allow funds belonging to or in the custody of the college, including restricted and nonrestricted funds, to be invested. Bonds, treasury bills, certificates of deposit, and short-term discount obligations issued by the Federal National Mortgage Association are some of the types of investments which are permitted by law.

**LIABILITY.** Obligations incurred by the college when deed passes that must be liquidated, renewed, or refunded at a future date.

**LIABILITY, PROTECTION, AND SETTLEMENT FUND.** (See FUND)

**LOCAL GOVERNMENT SOURCES.** (See REVENUES)

**MODIFIED ACCRUAL BASIS ACCOUNTING.** Modified accrual basis accounting is any accounting system that records revenue when susceptible to accrual both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay the liabilities of the current period. Expenditures other than interest on long-term debts generally are recognized when the related fund liability is incurred.

**NET CURRENT ASSETS.** Net current assets is the difference between current assets and current liabilities. This is also known as working capital.

**NET EXPENDITURE.** A net expenditure is the actual cost incurred by the college for some service or object after the deduction of any discounts, rebates, reimbursements, or revenue produced by the service or activity.

**NET REVENUE.** Net revenue is defined as the balance remaining after deducting from the gross revenue for a given period all expenditures during the same period.

**NON-GOVERNMENTAL GIFTS, GRANTS, AND BEQUESTS.** (See REVENUES)

**OBJECT.** The term object applies to expenditure classifications and designates materials or services purchased. Expenditures are grouped by major objects, such as salaries, supplies, or capital outlay, and are further divided as needed for cost accounting and control purposes.

**CAPITAL EQUIPMENT.** Also termed capital outlay, the capital equipment object group includes site acquisition and improvement, office equipment, instructional equipment, and service equipment. Generally expenditures in this category cost more than \$2,500.00, have a useful life of greater than three years and would not normally be purchased from general materials and supplies. Furniture, computer servers and related equipment, and laboratory equipment would be typical examples of items included in this category.

**CONFERENCE AND MEETING EXPENSES.** The category of conference and meeting expenses includes expenses associated with conference registration and fees, costs for hosting or attending meetings, and related travel costs, whether local or otherwise.

**CONTINGENCY.** Contingency funds are those appropriations set aside for emergencies or unforeseen expenditures. Contingency funds are used only by budget transfers and may not be expensed directly.

**CONTRACTUAL SERVICES.** Contractual service costs are those monies paid for services rendered by firms and individuals under contract who are not employees of the college.

**EMPLOYEE BENEFITS.** Employee benefits costs are for all benefits which employees accrue through continued employment with the college. Benefits include health insurance coverage, sabbatical leave salaries, tuition reimbursement, life insurance, early retirement contributions assignable to the college, and others.

**FIXED CHARGES.** The fixed charges object category includes charges for rentals of facilities and equipment, payment of debt interest and principal, general insurance charges, installment payments for lease/purchase agreements, and property/casualty insurance.

**GENERAL MATERIALS AND SUPPLIES.** The general materials and supplies category includes the cost of materials and supplies necessary for the conduct of the college's business. Business forms, envelopes, postage costs, printing costs, and handouts to students typically fall into this category.

**OTHER EXPENDITURES.** The other expenditures object category includes expenditures not readily assignable to another object category. Examples include student grants and scholarships, tuition chargebacks, charges and adjustments, and student loans.

**SALARIES.** Salaries are monies paid to employees of the college for personal services rendered to the college. Full-time, part-time, and temporary employees, whether administrators, faculty, or staff, are paid wages or salaries.

**UTILITIES.** The utilities object account covers all utility costs necessary to operate the physical plant and other on going services, including gas, water, sewage, telephone, and refuse disposal.

**OPERATING FUNDS.** Operating Funds refers to the combination of the Education Fund and the Operations and Maintenance Funds (Funds 01 and 02).

**OPERATIONS AND MAINTENANCE FUND.** (See FUND)

**OPERATIONS AND MAINTENANCE FUND (Restricted).** (See FUND)

**OPERATION AND MAINTENANCE OF PLANT.** (See PROGRAM)

**ORGANIZED RESEARCH.** (See PROGRAM)

**OTHER EXPENDITURES.** (See OBJECT)

**OTHER REVENUES.** (See REVENUES)

**PROGRAM.** A program is defined as a level in the program classification structure hierarchy representing the collection of program elements serving a common set of objectives that reflect the major institutional missions and related support objectives. The program classification structure, established by the ICCB, is a means of identifying and organizing the activities of the college in a program-oriented manner.

**ACADEMIC SUPPORT.** Academic support includes those programs which directly support the instruction process and academic programs, including tutoring and instructional assistance. These programs include library operations, instructional support services, television production services, audiovisual services, and instructional technology administration. This last program provides instructional technology support to the academic programs of the college, including maintenance of the academic computer network and operation of the computer labs. Instructional technology operation and equipment costs are allocated on a pro rata basis to the academic programs which use the academic



computer services. This consolidated effort provides considerable economy of effort, expertise, and resources.

**GENERAL ADMINISTRATION.** General administration includes those activities devoted to the general regulation, direction, and day-to-day operation of the college. The offices of the president, college development, business administration/treasurer, accounting services, business services, human resources, and community relations are included in general administration. Typical services provided include purchasing for the entire college, printing services, shipping and receiving services, and financial services. The annual audit and the annual budget are produced by offices of general administration.

**INSTITUTIONAL SUPPORT.** Also called general institutional, this category includes those costs and activities not readily assignable to another category or which apply to the college on an institution-wide basis. The Board of Trustees' costs, institutional membership and accreditation costs, commencement, and certain institutional expenses, such as bank service charges, some benefit costs, and NDSL administrative costs are assigned to this category.

**INSTRUCTION.** Instruction consists of those activities dealing with the teaching of students. It includes the activities of faculty in the baccalaureate-oriented/transfer, occupational-technical career, general studies, and remedial and ABE/ASE programs (associate degree credit and certificate credit). It includes expenditures for department chairs, administrators, and support staff for whom instruction is an important role. It also includes all equipment, materials, supplies and costs that are necessary to support the instructional program.

**OPERATION AND MAINTENANCE OF PLANT.** Operation and maintenance of plant includes those activities necessary for the proper and safe operation of the physical plant of the college, including buildings, grounds, and roadways. Public safety, transportation, maintenance services, and housekeeping are part of operation and maintenance of plant.

**ORGANIZED RESEARCH.** Organized research includes separately budgeted research projects other than institutional research (which is included under instructional administration). The college does not engage in independent research projects.

**PUBLIC SERVICE.** Public service includes services provided to the general college community and residents by making college facilities and expertise available to the public outside of the academic realm. It includes college-sponsored seminars, workshops, forums, lecture series, cultural events and exhibits, and other non-academic services to the residents of the district.

**STUDENT SERVICES.** Student services include those activities which provide direct support services to students other than academic support services. These activities include registration and records, financial aid, counseling, placement testing, career placement assistance, health services, and student activities.



**PROPERTY TAXES.** In general, property taxes are those taxes levied on real property for the purpose of providing service for the public good. In the case of the college, property taxes are levied on the real property of the district for the purpose of fulfilling the goal of educational service.

**PUBLIC SERVICE.** (See PROGRAM)

**REIMBURSABLE CREDIT HOUR.** A reimbursable credit hour is an ICCB-certified instructional credit hour used as the basis for distributing selected ICCB grants.

**RESTRICTED PURPOSE FUND.** (See FUND)

**REVENUES.** Revenues are additions to assets which do not increase any liability, do not represent the recovery of expenditure, or do not represent the cancellation of certain liabilities without a corresponding increase in other liabilities or a decrease in assets.

**CASH.** The cash source category includes currency, coin, checks, money orders, and bank drafts on hand or deposit with the official or agent designated as custodian of cash or in demand deposit accounts. Petty cash funds, change funds, and other imprest cash funds are recorded in the cash object.

**FACILITIES REVENUE.** Facilities revenue accrues from the use of college facilities, such as building/space rentals, data processing charges, and equipment rentals.

**FEDERAL GOVERNMENT SOURCES.** The category of federal government revenue sources includes all revenues which originate with federal agencies and are paid directly to the college or administered by pass-through agencies for the federal government. Department of Education grants, certain vocational education grants, and JTPA grants are recorded in this category.

**INVESTMENT REVENUE.** The investment revenue source category records revenues from investments.

**LOCAL GOVERNMENT SOURCES.** Revenues from local government sources accrue from district taxes (property taxes), from chargebacks, and from all governmental agencies below the state level.

**NON-GOVERNMENTAL GIFTS, GRANTS, AND BEQUESTS.** The category of non-governmental gifts, grants, and bequests records revenues from private persons, firms, foundations, or other non-governmental entities in the form of restricted or unrestricted gifts, bequests, or grants for specific projects.

**OTHER REVENUES.** Other revenues are those which do not fall into an established, specific revenue source category. Typical examples would include parking and library fines, commissions, and sales of surplus property.

**SALES AND SERVICE FEES.** The sales and service fees source category includes all student fees and charges other than education and general purposes. Examples would be bookstore sales, student organization fees, and admissions charges to athletic events.

**STATE GOVERNMENTAL SOURCES.** State governmental revenues accrue from all state governmental agencies. Typical examples include credit hour grants, ICCB grants, ISBE grants, and the Department of Veterans Affairs.

**STUDENT TUITION AND FEES.** The student tuition and fees category includes all student tuition and student fees assessed against students for educational and general purposes. Tuition is the amount per credit hour times the number of credit hours charged a student for taking a course at the college. Fees include laboratory fees, application fees, transcript fees, and similar charges not covered by tuition. Student tuition and fees may not exceed one-third the per capita cost as defined in the chargeback reimbursement calculation.

**SALARIES.** (See OBJECT)

**SALES AND SERVICE FEES.** (See REVENUES)

**SELF-INSURANCE FUND.** (See FUND)

**STATE GOVERNMENT SOURCES.** (See REVENUES)

**STRAIGHT-LINE DEPRECIATION.** Straight-line depreciation is a method of calculating the depreciation of an asset which assumes the asset will lose an equal amount of value each year.

**STRUCTURALLY BALANCED BUDGET.** A balanced budget is a budget for which current revenues equal or exceed current expenditures.

**STUDENT CHARGEBACK.** The student chargeback is the fee paid for a student of one community college district attending a community college in another district to pursue a curriculum not offered in the college of his home district. The home community college pays the college which the student attends a chargeback at the rate established in the chargeback calculations for each college.

**STUDENT SERVICES.** (See PROGRAM)

**STUDENT TUITION AND FEES.** (See REVENUES)

**SURPLUS.** A surplus is an excess of revenues over expenditures and transfers.

**TAX ANTICIPATION WARRANTS.** Tax anticipation warrants are issued by the governmental body in anticipation of collection of taxes, usually can be retired only from tax collections and frequently only from the tax collections anticipated with issuance. The

proceeds of tax anticipation notes or warrants are treated as current loans if they are paid back from the tax collections anticipated with the issuance of the notes.

**UTILITIES.** (See OBJECT)

**WORKING CASH FUND.** (See FUND)

### **LIST OF ACRONYMS**

AA	Associates of Arts
AAS	Associate in Applied Science
ABE	Adult Basic Education
ACT	Acoustical Ceiling Tile
ADA	American with Disabilities Act
ADN	Associates Degree in Nursing
A/E	Architect(ure)/Engineer(ing)
AFT	American Federation of Teachers
AHU	Air Handling Unit
AI	Artificial Intelligence
APU	Annual Program Updates
AQIP	Academic Quality Improvement Program
ARDMS	American Registry of Diagnostic Medical Sonographers
AR	Augmented Reality
AS	Associates of Science
ATE	Advanced Technical Education
AV	Audio Visual
BAS	Building Automation System
BOT	Board of Trustees
CAFR	Comprehensive Annual Financial Report
CCAMPIS	Childcare Access Means Parents in School
CDL	Commercial Driver's License
CED	Community and Economic Development
CIO	Chief Information Officer
CIP	Capital Improvement Plan
COA	Certificate of Achievement
COC	Certificate of Completion
CPPR	Corporate Personal Property Tax
CPPRT	Corporate Personal Property Replacement Tax
CTE	Career and Technical Education
DCEO	Department of Community and Economic Opportunity
D&I	Diversity and Inclusion
DMS	Diagnostic Medical Sonography
EAV	Equalized Assessed Valuation
ECC	Early Child Care Center
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIFS	Exterior Insulation Finishing Systems
EMS	Emergency Medical Services
EMSI	Economic Modeling Specialist International

## **LIST OF ACRONYMS (Continued)**

EMT	Emergency Medical Technician
ERP	Enterprise Resource Planning
ESL	English as a Second Language
EV	Electric Vehicle
FDIC	Federal Deposit Insurance Corporation
FICA	Federal Insurance Contributions Act (Social Security)
FMLA	Family Medical Leave Act
FT	Full-time
FTE	Full-time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Government Accounting Standards Board
GED	General Education Development or General Education Diploma
GIS	Geographic Information System
GSD	General Student Development
GFOA	Government Finance Officers Association
GSF	Gross Square Feet
HCM	Human Capital Management
HLC	Higher Learning Commission
HR	Human Resources
HS	High School
HVAC	Heating Ventilation Air Conditioning
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHR	Illinois Department of Human Rights
IDHS	Illinois Department of Human Services
IEA	Illinois Education Association
IER	Institutional Effectiveness Report
ILCS	Illinois Compiled Statutes
ISAC	Illinois Student Aid Commission
ISBE	Illinois State Board of Education
IT	Information Technology
JJC	Joliet Junior College District #525
JRC-DMS	Joint Review Committee on Education in Diagnostic Medical Sonography
JTPA	Job Training Partnership Act
JUAC	Joliet United Adjuncts Coalition
KPI	Key Performance Indicator
LED	Light-Emitting Diode
LEED	Leadership in Energy and Environmental Design
MAP	Monetary Access Program
MD	Medical Doctor
NA	Nurse Assistant
NCA	North Central Association of Colleges & Secondary Schools
NCLEX	National Council Licensure Examination
NEA	National Education Association
NJCAA	National Junior College Athletics Association

## LIST OF ACRONYMS (Continued)

NSF	National Science Foundation
O & M	Operations and Maintenance
OMB	Office of Management and Budget
OSA	Office of Student Activities
PDAT	Professional Development Advisory Team
PHS	Protection Health and Safety
PIC	Program Improvement Committee
PLC	President's Leadership Council
PN	Practical Nurse
PPB	Program Performance Budgeting
PT	Part-time
PTELL	Property Tax Extension Limitation Law
QCEW	Quarterly Census of Employment and Wages
RAMP	Resource Allocation and Management Plan
RFP	Request for Proposal
RN	Registered Nurse
SEIU	Service Employees International Union
SEM	Strategic Enrollment Management
SIS	Student Information System
SOC	Standard Occupational Classification
SPI	Sonography Principles and Instrumentation
STEM	Science, Technology, Engineering, Mathematics
SURS	State University Retirement System
TLC	Tutoring and Learning Center
TSS	Technology Support Services
USDA	United States Department of Agriculture
USDE	United States Department of Education
VAV	Variable Air Volume
VCT	Vinyl Composition Tile
VR	Virtual Reality
WAEC	Weitendorf Agricultural Education Center
WIA	Workforce Investment Act
WIOA	Workforce Innovation and Opportunity Act
ZBB	Zero-Based Budgeting

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EDUCATION FUND REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES				
0100-000-411.000	CURRENT TAXES	33,255,932	34,500,000	36,000,000
0100-000-412.000	BACK TAXES	519,179	175,000	200,000
0100-000-413.500	CPPRT	1,950,117	1,700,000	1,500,000
0100-000-419.613	WILL COUNTY/CDT	18,987	15,000	15,000
		-----	-----	-----
TOTAL	LOCAL GOVT SOURCES	35,744,215	36,390,000	37,715,000
STATE GOVT SOURCES				
0100-000-421.000	ICCB STATE GRANTS	7,009,150	7,000,000	7,900,000
0100-000-422.000	ICCB/CTE/IL BD VOC EDUC	628,980	600,000	600,000
		-----	-----	-----
TOTAL	STATE GOVT SOURCES	7,638,130	7,600,000	8,500,000
FED GOVT SOURCES				
0100-000-431.003	PELL ADMIN EXP	37,390	20,000	20,000
0100-000-433.001	FEDERAL WORK STUDY	17,637	20,000	20,000
0100-000-439.004	GENERAL FUND INC 10%	30,323	20,000	20,000
		-----	-----	-----
TOTAL	FED GOVT SOURCES	85,350	60,000	60,000
STUDENT TUITION/FEES				
0100-000-441.000	TUITION	33,014,360	33,100,000	32,425,000
0100-000-442.010	DUAL CREDIT ENROLLMENT FEE	0	170,000	170,000
0100-000-442.040	LAB FEE	156,980	155,000	155,000
0100-000-442.052	COURSE FEES	73,204	73,000	73,000
		-----	-----	-----
TOTAL	STUDENT TUITION/FEES	33,244,544	33,498,000	32,823,000
INTEREST ON INVSTMNT				
0100-000-470.000	INTEREST ON INVSTMNT	987,281	700,000	400,000
		-----	-----	-----
TOTAL	INTEREST ON INVSTMNT	987,281	700,000	400,000
OTHER REVENUES				
0100-000-492.000	CONVENIENCE FEE - CREDIT CARDS	192,153	150,000	125,000
0100-000-499.000	OTHER REVENUE	210,679	95,000	125,000
0100-000-499.116	Misc. Revenue-Service Charge	123,324	122,400	74,400
0100-000-499.117	TRANSCRIPTS	126,806	100,000	100,000
		-----	-----	-----
TOTAL	OTHER REVENUES	652,962	467,400	424,400

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EDUCATION FUND REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
TRANS FROM OTHER FUNDS 0100-000-720.005	TRANS FROM AUX ENT FUND	220,500	179,069	173,120
		-----	-----	-----
TOTAL	TRANS FROM OTHER FUNDS	220,500	179,069	173,120
TOTAL	EDUCATION FUND	78,572,982	78,894,469	80,095,520

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
AGRICULTURE				
0110-001-511.000	ADMIN SALARIES - FT	6,074	0	0
0110-001-513.000	INSTRUCTIONAL (F.T.)	697,872	742,747	749,188
0110-001-513.001	DEPT CHAIR/COORDINATOR	0	55,000	40,000
0110-001-513.010	F.T. FAC - SUMMER	25,664	23,000	30,000
0110-001-513.022	F.T. FAC - OVERLOADS	157,831	123,000	101,000
0110-001-513.100	P.T. FAC - FALL/SPRG	779	1,000	0
0110-001-516.000	CLERICAL SALARIES - FT	50,502	52,021	53,581
0110-001-518.010	STUDENT EMPLOYEES	29,318	38,316	44,830
		-----	-----	-----
	SUBTOTAL SALARIES	968,040	1,035,084	1,018,599
0110-001-521.000	EMPLOYEE BENEFITS	213,331	236,978	220,405
0110-001-532.000	CONTR SVC CONSULTANT	738	838	838
0110-001-534.000	CNTR SVC MNT & REPRS	574	1,530	1,530
0110-001-541.000	OFFICE SUPPLIES	409	1,514	1,514
0110-001-542.010	PRNT XEROX CHRGS ALL	6,273	9,773	9,773
0110-001-543.030	BEDDING & FEED SUPPLIES	3,651	3,671	3,671
0110-001-546.000	PUBLICATIONS & DUES	1,444	2,578	2,578
0110-001-551.011	PROFESSIONAL DEVEL.	2,984	3,264	3,264
0110-001-551.020	PROGRAM COORDINATION TRAVEL	7,351	8,670	8,670
		-----	-----	-----
	TOTAL AGRICULTURE	1,204,795	1,303,900	1,270,842
FINE ARTS				
0110-002-511.000	ADMIN SALARIES - FT	13,105	0	0
0110-002-512.000	SUPPORT SALARIES - FT	73,630	75,084	78,087
0110-002-512.110	P.T. PROF TECH	52,825	57,694	60,533
0110-002-513.000	INSTRUCTIONAL (F.T.)	1,697,260	1,781,509	2,160,476
0110-002-513.001	DEPT CHAIR/COORDINATOR	0	65,000	86,000
0110-002-513.010	F.T. FAC - SUMMER	141,323	146,000	189,000
0110-002-513.022	F.T. FAC - OVERLOADS	318,369	255,000	444,000
0110-002-513.100	P.T. FAC - FALL/SPRG	472,173	497,000	541,000
0110-002-513.122	INSTR SAL PERFORMANCE	25,106	25,000	25,000



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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
FINE ARTS				
0110-002-516.000	CLERICAL SALARIES - FT	43,574	45,032	46,384
0110-002-516.110	P.T. CLERICAL	0	0	17,060
0110-002-518.010	STUDENT EMPLOYEES	16,659	22,248	26,030
0110-002-519.024	OVERTIME ALLOCATION	601	0	0
SUBTOTAL SALARIES		2,854,625	2,969,567	3,673,570
0110-002-521.000	EMPLOYEE BENEFITS	505,986	510,314	560,928
0110-002-534.000	CNTR SVC MNT & REPRS	0	869	1,682
0110-002-539.000	CONT.SC-OTHER	13,586	15,113	15,113
0110-002-541.000	OFFICE SUPPLIES	4,144	3,929	6,813
0110-002-542.000	PRINTING	9,686	8,347	10,004
0110-002-543.902	ART GALLERY SUPPLIES	2,693	3,364	3,364
0110-002-546.000	PUBLICATIONS & DUES	1,494	1,145	1,145
0110-002-551.011	PROFESSIONAL DEVEL.	6,914	7,752	8,976
0110-002-551.020	PROGRAM COORDINATION TRAVEL	1,065	2,244	3,210
0110-002-586.000	EQUIP-INSTRUCTIONAL	1,586	0	0
TOTAL FINE ARTS		3,401,779	3,522,644	4,284,805
BUSINESS				
0110-003-511.000	ADMIN SALARIES - FT	6,925	0	0
0110-003-513.000	INSTRUCTIONAL (F.T.)	1,220,903	1,270,526	1,651,675
0110-003-513.001	DEPT CHAIR/COORDINATOR	0	44,000	55,000
0110-003-513.010	F.T. FAC - SUMMER	143,829	148,000	185,000
0110-003-513.022	F.T. FAC - OVERLOADS	284,782	244,000	349,000
0110-003-513.100	P.T. FAC - FALL/SPRG	541,385	576,000	590,000
0110-003-516.000	CLERICAL SALARIES - FT	36,670	46,800	45,469
0110-003-516.110	P.T. CLERICAL	0	0	21,714
0110-003-518.010	STUDENT EMPLOYEES	7,943	10,506	12,292
SUBTOTAL SALARIES		2,242,437	2,339,832	2,910,150

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
BUSINESS				
0110-003-521.000	EMPLOYEE BENEFITS	282,189	326,652	419,173
0110-003-534.000	CNTR SVC MNT & REPRS	0	0	814
0110-003-541.000	OFFICE SUPPLIES	279	510	3,394
0110-003-542.010	PRNT XEROX CHRGS ALL	8,293	9,689	11,346
0110-003-546.000	PUBLICATIONS & DUES	113	1,326	1,326
0110-003-551.011	PROFESSIONAL DEVEL.	4,586	4,896	6,120
0110-003-551.020	PROGRAM COORDINATION TRAVEL	0	2,142	3,108
TOTAL BUSINESS		2,537,897	2,685,047	3,355,431
COMPUTER INFO & OFFICE SYSTMS DEPT				
0110-004-511.000	ADMIN SALARIES - FT	7,556	0	0
0110-004-513.000	INSTRUCTIONAL (F.T.)	1,064,314	1,112,344	0
0110-004-513.001	DEPT CHAIR/COORDINATOR	0	54,000	0
0110-004-513.010	F.T. FAC - SUMMER	132,282	136,000	0
0110-004-513.022	F.T. FAC - OVERLOADS	292,285	255,000	0
0110-004-513.100	P.T. FAC - FALL/SPRG	127,276	134,000	0
0110-004-516.000	CLERICAL SALARIES - FT	61,672	63,149	0
0110-004-516.110	P.T. CLERICAL	15,870	15,360	0
0110-004-518.010	STUDENT EMPLOYEES	851	8,858	0
0110-004-519.024	OVERTIME ALLOCATION	253	0	0
SUBTOTAL SALARIES		1,702,359	1,778,711	0
0110-004-521.000	EMPLOYEE BENEFITS	207,020	209,905	0
0110-004-532.000	CONTR SVC CONSULTANT	0	230	0
0110-004-534.000	CNTR SVC MNT & REPRS	0	2,441	0
0110-004-541.000	OFFICE SUPPLIES	9,132	10,576	0
0110-004-542.014	C/S PRINT/XEROX CHG.	2,478	6,076	0
0110-004-551.011	PROFESSIONAL DEVEL.	8,039	4,488	0
0110-004-551.020	PROGRAM COORDINATION TRAVEL	3,295	3,542	0
TOTAL COMPUTER INFO & OFFICE SYSTMS		1,932,323	2,015,969	0

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
ENGLISH FR. LANGUAGE				
0110-005-511.000	ADMIN SALARIES - FT	19,303	0	0
0110-005-513.000	INSTRUCTIONAL (F.T.)	2,296,935	2,503,852	2,550,241
0110-005-513.001	DEPT CHAIR/COORDINATOR	0	55,000	56,000
0110-005-513.010	F.T. FAC - SUMMER	149,085	152,000	161,000
0110-005-513.021	F.T. FAC - EXTRA PAY	2,055	2,000	2,000
0110-005-513.022	F.T. FAC - OVERLOADS	199,397	156,000	123,000
0110-005-513.100	P.T. FAC - FALL/SPRG	747,743	780,000	687,000
0110-005-516.000	CLERICAL SALARIES - FT	47,515	45,926	47,299
0110-005-519.024	OVERTIME ALLOCATION	1,153	0	0
0110-005-519.408	SALARY SILP TUTORS	5,929	16,000	32,800
SUBTOTAL SALARIES		3,469,115	3,710,778	3,659,340
0110-005-521.000	EMPLOYEE BENEFITS	587,804	634,523	618,681
0110-005-532.000	CONTR SVC CONSULTANT	1,100	10,353	7,353
0110-005-534.000	CNTR SVC MNT & REPRS	0	60	60
0110-005-541.000	OFFICE SUPPLIES	10	1,540	1,540
0110-005-542.010	PRNT XEROX CHRGS ALL	2,874	2,484	5,484
0110-005-551.011	PROFESSIONAL DEVEL.	3,766	10,200	9,792
0110-005-551.020	PROGRAM COORDINATION TRAVEL	331	1,150	1,150
TOTAL ENGLISH FR. LANGUAGE		4,065,000	4,371,088	4,303,400
MATH				
0110-008-511.000	ADMIN SALARIES - FT	16,304	0	0
0110-008-512.000	SUPPORT SALARIES - FT	44,991	45,891	47,727
0110-008-513.000	INSTRUCTIONAL (F.T.)	1,853,514	1,931,756	2,014,944
0110-008-513.001	DEPT CHAIR/COORDINATOR	0	54,000	57,000
0110-008-513.010	F.T. FAC - SUMMER	159,579	164,000	183,000
0110-008-513.019	INSTRUCTIONAL SUPPORT	0	3,500	0
0110-008-513.022	F.T. FAC - OVERLOADS	321,151	282,000	263,000
0110-008-513.100	P.T. FAC - FALL/SPRG	666,090	699,000	801,000
0110-008-516.000	CLERICAL SALARIES - FT	54,215	45,032	46,384

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
MATH				
0110-008-518.010	STUDENT EMPLOYEES	7,062	10,197	11,930
0110-008-519.000	SALARIES-OTHER	7,424	5,300	5,300
SUBTOTAL SALARIES		3,130,330	3,240,676	3,430,285
0110-008-521.000	EMPLOYEE BENEFITS	495,029	511,726	512,275
0110-008-541.000	OFFICE SUPPLIES	83	51	51
0110-008-542.010	PRNT XEROX CHRGS ALL	17,994	24,975	24,975
0110-008-551.011	PROFESSIONAL DEVEL.	10,808	7,752	7,752
0110-008-551.020	PROGRAM COORDINATION TRAVEL	437	2,550	2,550
TOTAL	MATH	3,654,681	3,787,730	3,977,888
NATURAL SCI & P.E.				
0110-009-511.000	ADMIN SALARIES - FT	16,759	0	0
0110-009-512.000	SUPPORT SALARIES - FT	225,251	227,437	222,491
0110-009-512.110	P.T. PROF TECH	49,746	56,560	41,601
0110-009-513.000	INSTRUCTIONAL (F.T.)	2,783,163	2,808,919	2,814,823
0110-009-513.001	DEPT CHAIR/COORDINATOR	0	44,000	47,000
0110-009-513.010	F.T. FAC - SUMMER	247,218	255,000	271,000
0110-009-513.022	F.T. FAC - OVERLOADS	602,111	589,000	512,000
0110-009-513.100	P.T. FAC - FALL/SPRG	590,264	606,000	604,000
0110-009-516.000	CLERICAL SALARIES - FT	61,053	62,650	64,501
0110-009-516.110	P.T. CLERICAL	19,955	23,044	24,234
0110-009-518.010	STUDENT EMPLOYEES	4,322	16,686	19,523
0110-009-519.024	OVERTIME ALLOCATION	6,542	0	0
SUBTOTAL SALARIES		4,606,384	4,689,296	4,621,173
0110-009-521.000	EMPLOYEE BENEFITS	750,096	792,290	784,185
0110-009-532.013	CONT SVC-PLANETARIUM	0	6,920	6,920
0110-009-534.012	CONTR SVC-BIO SCI	2,200	3,403	3,403
0110-009-539.011	TRAINING SERVICES	690	22,277	22,277

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
NATURAL SCI & P.E.				
0110-009-541.000	OFFICE SUPPLIES	0	721	721
0110-009-542.010	PRNT XEROX CHRGS ALL	33,235	24,035	24,035
0110-009-543.318	MICRO-COMP RESOURCES	112	3,989	3,989
0110-009-543.319	INST SUPS ASTR/PLAN.	0	1,355	1,355
0110-009-546.000	PUBLICATIONS & DUES	0	918	918
0110-009-551.011	PROFESSIONAL DEVEL.	8,032	11,016	11,016
0110-009-551.020	PROGRAM COORDINATION TRAVEL	1,482	3,823	3,823
TOTAL NATURAL SCI & P.E.		5,402,231	5,560,043	5,483,815
SOCIAL SCIENCE				
0110-014-511.000	ADMIN SALARIES - FT	16,717	0	0
0110-014-513.000	INSTRUCTIONAL (F.T.)	1,649,065	1,853,500	2,162,192
0110-014-513.001	DEPT CHAIR/COORDINATOR	0	38,000	40,000
0110-014-513.010	F.T. FAC - SUMMER	156,184	161,000	195,000
0110-014-513.022	F.T. FAC - OVERLOADS	278,538	255,000	297,000
0110-014-513.100	P.T. FAC - FALL/SPRG	814,135	829,000	815,000
0110-014-516.000	CLERICAL SALARIES - FT	59,212	60,362	62,150
0110-014-516.110	P.T. CLERICAL	22,761	19,393	20,680
0110-014-518.010	STUDENT EMPLOYEES	0	4,635	5,423
0110-014-519.024	OVERTIME ALLOCATION	549	0	0
SUBTOTAL SALARIES		2,997,161	3,220,890	3,597,445
0110-014-521.000	EMPLOYEE BENEFITS	417,575	472,329	531,153
0110-014-532.000	CONTR SVC CONSULTANT	0	1,530	1,530
0110-014-541.000	OFFICE SUPPLIES	520	1,020	1,020
0110-014-542.114	PRINTING XEROX SS	11,614	14,576	14,576
0110-014-551.011	PROFESSIONAL DEVEL.	3,187	7,344	8,160
0110-014-551.020	PROGRAM COORDINATION TRAVEL	264	1,020	1,020
TOTAL SOCIAL SCIENCE		3,430,321	3,718,709	4,154,904

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INSTRUCTION				
INSTRUCTION				
TECH OCCUPATIONAL				
0110-015-511.000	ADMIN SALARIES - FT	11,080	0	0
0110-015-512.000	SUPPORT SALARIES - FT	123,772	132,250	137,539
0110-015-512.110	P.T. PROF TECH	30,891	32,402	33,405
0110-015-513.000	INSTRUCTIONAL (F.T.)	2,008,403	2,215,686	2,671,762
0110-015-513.001	DEPT CHAIR/COORDINATOR	0	84,000	93,000
0110-015-513.010	F.T. FAC - SUMMER	53,058	55,000	99,000
0110-015-513.021	F.T. FAC - EXTRA PAY	538	0	0
0110-015-513.022	F.T. FAC - OVERLOADS	609,499	555,000	689,000
0110-015-513.100	P.T. FAC - FALL/SPRG	340,391	362,000	374,000
0110-015-516.000	CLERICAL SALARIES - FT	51,938	53,498	55,099
0110-015-516.110	P.T. CLERICAL	21,965	22,596	24,878
0110-015-518.010	STUDENT EMPLOYEES	30,336	54,075	63,268
SUBTOTAL SALARIES		3,281,871	3,566,507	4,240,951
0110-015-521.000	EMPLOYEE BENEFITS	674,728	755,686	806,651
0110-015-534.000	CNTR SVC MNT & REPRS	4,977	15,300	15,300
0110-015-541.000	OFFICE SUPPLIES	2,081	4,252	4,252
0110-015-541.112	SUPPLIES, RECRUITMENT	3,999	5,100	5,100
0110-015-542.010	PRNT XEROX CHRGS ALL	6,204	8,925	8,925
0110-015-551.011	PROFESSIONAL DEVEL.	9,313	9,792	9,792
0110-015-551.020	PROGRAM COORDINATION TRAVEL	3,094	3,060	3,060
0110-015-554.000	TRAVEL-RECRUITMENT	1,683	2,550	2,550
TOTAL TECH OCCUPATIONAL		3,987,950	4,371,172	5,096,581
CULINARY ARTS				
0110-016-511.000	ADMIN SALARIES - FT	5,667	0	0
0110-016-513.000	INSTRUCTIONAL (F.T.)	897,112	817,537	852,863
0110-016-513.001	DEPT CHAIR/COORDINATOR	0	14,000	14,000
0110-016-513.010	F.T. FAC - SUMMER	19,847	20,000	23,000
0110-016-513.022	F.T. FAC - OVERLOADS	205,861	256,000	230,000
0110-016-513.100	P.T. FAC - FALL/SPRG	3,377	4,000	5,000

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INSTRUCTION				
INSTRUCTION				
CULINARY ARTS				
0110-016-516.000	CLERICAL SALARIES - FT	43,722	45,552	46,384
0110-016-518.010	STUDENT EMPLOYEES	16,404	16,583	19,402
SUBTOTAL SALARIES		1,191,990	1,173,672	1,190,649
0110-016-521.000	EMPLOYEE BENEFITS	243,621	220,833	221,440
0110-016-534.000	CNTR SVC MNT & REPRS	1,003	1,019	1,019
0110-016-541.000	OFFICE SUPPLIES	1,458	2,448	2,448
0110-016-542.010	PRNT XEROX CHRGS ALL	3,407	2,235	2,235
0110-016-546.000	PUBLICATIONS & DUES	1,599	2,040	2,040
0110-016-551.011	PROFESSIONAL DEVEL.	1,188	3,264	3,264
0110-016-551.020	PROGRAM COORDINATION TRAVEL	681	1,020	1,020
0110-016-554.005	TRAVEL-STUDENT COMPETITIONS	4,568	5,100	5,100
TOTAL CULINARY ARTS		1,449,515	1,411,631	1,429,215
NURSING				
0110-017-511.000	ADMIN SALARIES - FT	7,540	0	0
0110-017-511.500	PRO SALARIES - FT	0	43,740	0
0110-017-512.000	SUPPORT SALARIES - FT	63,407	45,918	89,755
0110-017-512.110	P.T. PROF TECH	32,648	47,994	72,337
0110-017-513.000	INSTRUCTIONAL (F.T.)	1,991,963	2,092,744	2,245,377
0110-017-513.001	DEPT CHAIR/COORDINATOR	0	75,000	77,000
0110-017-513.010	F.T. FAC - SUMMER	5,955	5,000	8,000
0110-017-513.022	F.T. FAC - OVERLOADS	664,001	610,000	643,000
0110-017-513.100	P.T. FAC - FALL/SPRG	237,547	279,000	502,000
0110-017-516.000	CLERICAL SALARIES - FT	86,265	89,003	53,539
0110-017-516.110	P.T. CLERICAL	39,436	48,812	86,078
0110-017-518.010	STUDENT EMPLOYEES	2,027	7,416	8,677
0110-017-519.024	OVERTIME ALLOCATION	1,364	0	0
SUBTOTAL SALARIES		3,132,153	3,344,627	3,785,763

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INSTRUCTION				
INSTRUCTION				
NURSING				
0110-017-521.000	EMPLOYEE BENEFITS	620,568	648,021	659,949
0110-017-532.000	CONTR SVC CONSULTANT	1,650	2,200	2,200
0110-017-534.000	CNTR SVC MNT & REPRS	190	500	500
0110-017-541.000	OFFICE SUPPLIES	4,060	3,926	3,926
0110-017-542.010	PRNT XEROX CHRGS ALL	8,835	9,533	9,285
0110-017-546.000	PUBLICATIONS & DUES	3,110	2,958	2,958
0110-017-551.011	PROFESSIONAL DEVEL.	7,526	8,160	8,568
0110-017-551.020	PROGRAM COORDINATION TRAVEL	5,930	5,677	5,925
TOTAL NURSING		3,784,022	4,025,602	4,479,074
VETERINARY TECHNOLOGY PROGRAM				
0110-018-511.000	ADMIN SALARIES - FT	2,408	0	0
0110-018-511.500	PRO SALARIES - FT	0	110,600	0
0110-018-511.510	PRO SALARIES - PT	0	0	107,177
0110-018-512.110	P.T. PROF TECH	106,244	0	0
0110-018-513.000	INSTRUCTIONAL (F.T.)	374,248	340,548	357,880
0110-018-513.001	DEPT CHAIR/COORDINATOR	0	0	16,000
0110-018-513.010	F.T. FAC - SUMMER	9,947	10,000	5,000
0110-018-513.022	F.T. FAC - OVERLOADS	45,754	47,000	28,000
0110-018-513.100	P.T. FAC - FALL/SPRG	129,609	154,000	137,000
0110-018-516.000	CLERICAL SALARIES - FT	51,792	53,352	54,954
0110-018-518.010	STUDENT EMPLOYEES	6,557	6,386	7,472
SUBTOTAL SALARIES		726,559	721,886	713,483
0110-018-521.000	EMPLOYEE BENEFITS	108,654	112,681	113,913
0110-018-539.000	CONT.SC-OTHER	3,196	3,204	3,204
0110-018-541.000	OFFICE SUPPLIES	1,234	1,227	1,227
0110-018-542.010	PRNT XEROX CHRGS ALL	4,439	4,291	4,291
0110-018-543.025	FACILITY SUPPLIES	10,858	13,260	13,260
0110-018-546.000	PUBLICATIONS & DUES	1,874	1,938	1,938
0110-018-551.011	PROFESSIONAL DEVEL.	1,195	1,224	1,224



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INSTRUCTION				
INSTRUCTION				
VETERINARY TECHNOLOGY PROGRAM				
0110-018-551.020	PROGRAM COORDINATION TRAVEL	8,986	9,180	9,180
TOTAL VETERINARY TECHNOLOGY PROGRAM		866,995	868,891	861,720
HEALTH & PUBLIC SERVICES				
0110-025-511.000	ADMIN SALARIES - FT	7,004	0	0
0110-025-512.102	PROF/TECH TESTING	2,763	3,000	3,000
0110-025-512.110	P.T. PROF TECH	12,978	25,290	26,300
0110-025-513.000	INSTRUCTIONAL (F.T.)	1,071,450	1,136,341	959,698
0110-025-513.001	DEPT CHAIR/COORDINATOR	0	64,000	70,000
0110-025-513.010	F.T. FAC - SUMMER	29,905	22,000	56,000
0110-025-513.022	F.T. FAC - OVERLOADS	148,182	100,000	165,000
0110-025-513.100	P.T. FAC - FALL/SPRG	143,105	157,000	179,000
0110-025-516.000	CLERICAL SALARIES - FT	49,769	51,459	118,040
0110-025-518.010	STUDENT EMPLOYEES	268	9,270	10,846
SUBTOTAL SALARIES		1,465,424	1,568,360	1,587,884
0110-025-521.000	EMPLOYEE BENEFITS	315,972	343,934	300,493
0110-025-532.105	CONTRACTUAL SERVICE	12,261	33,660	33,660
0110-025-532.513	CONSULTING SER - ADJUNCTS	137,393	138,026	162,655
0110-025-542.010	PRNT XEROX CHRGS ALL	927	2,193	2,193
0110-025-551.011	PROFESSIONAL DEVEL.	2,534	4,896	4,080
0110-025-551.020	PROGRAM COORDINATION TRAVEL	1,200	1,652	1,652
TOTAL HEALTH & PUBLIC SERVICES		1,935,711	2,092,721	2,092,617
TOTAL INSTRUCTION		37,653,220	39,735,147	40,790,292

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INSTRUCTION				
EVENING SCHOOL				
ADJUNCT FACULTY CENTER				
0114-501-516.110	P.T. CLERICAL	27,465	29,872	31,216
SUBTOTAL SALARIES		27,465	29,872	31,216
0114-501-534.000	CNTR SVC MNT & REPRS	1,492	1,336	1,500
0114-501-541.000	OFFICE SUPPLIES	10	0	0
0114-501-542.010	PRNT XEROX CHRGS ALL	141	1,020	1,020
0114-501-543.000	INSTRUCTIONAL SUPPLIES	7,168	5,922	5,922
0114-501-551.000	TRAVEL & MEETINGS	3,153	4,722	4,558
TOTAL ADJUNCT FACULTY CENTER		39,429	42,872	44,216
ROMEOVILLE CAMPUS				
0114-512-542.010	PRNT XEROX CHRGS ALL	100	0	0
TOTAL ROMEOVILLE CAMPUS		100	0	0
WORKFORCE ADULT EDUCATION				
0114-514-511.000	ADMIN SALARIES - FT	69,181	84,888	86,799
0114-514-512.110	P.T. PROF TECH	16,763	32,816	34,132
0114-514-514.011	INSTR SALARIES P.T.	35,484	0	0
0114-514-516.110	P.T. CLERICAL	17,528	23,534	25,004
SUBTOTAL SALARIES		138,956	141,238	145,935
0114-514-521.000	EMPLOYEE BENEFITS	34,730	23,057	23,048
0114-514-539.021	CNTR SC GRDUATION	5,843	7,156	7,156
0114-514-541.000	OFFICE SUPPLIES	504	0	0
0114-514-542.010	PRNT XEROX CHRGS ALL	6,920	4,097	4,097
0114-514-551.000	TRAVEL & MEETINGS	547	2,142	2,142
0114-514-590.014	TUITION WAIVERS	1,272,889	1,590,000	1,590,000
0114-514-590.526	TUITION	10,000	10,000	10,000
TOTAL WORKFORCE ADULT EDUCATION		1,470,389	1,777,690	1,782,378

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INSTRUCTION				
EVENING SCHOOL				
CITY CENTER CAMPUS				
0114-515-511.010	ADMIN SALARIES - PT	32,601	0	0
0114-515-511.510	PRO SALARIES - PT	0	29,738	33,213
0114-515-516.110	P.T. CLERICAL	38,069	43,188	47,400
		-----	-----	-----
	SUBTOTAL SALARIES	70,670	72,926	80,613
0114-515-541.000	OFFICE SUPPLIES	479	1,272	1,272
0114-515-542.000	PRINTING	1,359	763	763
0114-515-543.000	INSTRUCTIONAL SUPPLIES	0	255	255
0114-515-544.022	POSTAGE	0	102	102
0114-515-551.000	TRAVEL & MEETINGS	510	510	510
		-----	-----	-----
	TOTAL CITY CENTER CAMPUS	73,018	75,828	83,515
MORRIS EDUCATION CENTER				
0114-520-511.000	ADMIN SALARIES - FT	24,720	0	0
0114-520-511.500	PRO SALARIES - FT	0	24,222	24,767
0114-520-516.110	P.T. CLERICAL	9,454	21,926	22,746
		-----	-----	-----
	SUBTOTAL SALARIES	34,174	46,148	47,513
0114-520-521.000	EMPLOYEE BENEFITS	11,133	9,741	9,945
0114-520-541.000	OFFICE SUPPLIES	1,017	1,946	1,946
0114-520-542.000	PRINTING	347	306	306
0114-520-547.000	ADVERTISING	200	204	204
0114-520-551.000	TRAVEL & MEETINGS	523	306	306
0114-520-561.000	RENTAL-FACILITIES	37,471	38,600	38,600
		-----	-----	-----
	TOTAL MORRIS EDUCATION CENTER	84,865	97,251	98,820

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INSTRUCTION				
EVENING SCHOOL				
WEITENDORF AG EDUCATION CENTER				
0114-522-512.000	SUPPORT SALARIES - FT	64,427	65,716	68,345
SUBTOTAL SALARIES		64,427	65,716	68,345
0114-522-521.000	EMPLOYEE BENEFITS	12,513	11,478	27,788
0114-522-541.000	OFFICE SUPPLIES	1,471	1,026	1,026
0114-522-542.010	PRNT XEROX CHRGS ALL	126	510	510
0114-522-551.000	TRAVEL & MEETINGS	0	196	196
TOTAL WEITENDORF AG EDUCATION CENTER		78,537	78,926	97,865
EXTENDED CAMPUSES & HIGH SCHLS				
0114-524-542.010	PRNT XEROX CHRGS ALL	81	0	0
TOTAL EXTENDED CAMPUSES & HIGH SCHLS		81	0	0
FRANKFORT EDUCATION CENTER				
0114-525-516.110	P.T. CLERICAL	15,565	16,460	18,410
SUBTOTAL SALARIES		15,565	16,460	18,410
0114-525-542.010	PRNT XEROX CHRGS ALL	1	102	102
0114-525-561.000	RENTAL-FACILITIES	9,960	11,000	11,000
TOTAL FRANKFORT EDUCATION CENTER		25,526	27,562	29,512
TOTAL EVENING SCHOOL		1,771,945	2,100,129	2,136,306
ADMINISTRATION				
V.P. ACADEMIC AFFAIRS				
0118-101-511.000	ADMIN SALARIES - FT	151,997	171,925	175,796
0118-101-512.000	SUPPORT SALARIES - FT	69,175	68,245	69,780
0118-101-513.021	F.T. FAC - EXTRA PAY	2,429	3,000	3,000
0118-101-519.000	SALARIES-OTHER	0	0	5,600
0118-101-519.008	OTHER SAL PROF DEV	3,228	5,600	0

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INSTRUCTION				
ADMINISTRATION				
V.P. ACADEMIC AFFAIRS				
0118-101-519.019	SUBSTITUTE PAY	123,560	130,000	130,000
0118-101-519.021	PHONE STIPEND	600	600	600
0118-101-519.024	OVERTIME ALLOCATION	118	8,300	4,050
0118-101-519.050	F.T. MENTORS	3,200	8,400	23,900
		-----	-----	-----
	SUBTOTAL SALARIES	354,307	396,070	412,726
0118-101-521.000	EMPLOYEE BENEFITS	55,777	57,086	57,003
0118-101-532.000	CONTR SVC CONSULTANT	3,000	5,659	5,659
0118-101-532.204	DEPARTMENT ACCREDITATION	15,275	30,600	30,600
0118-101-534.000	CNTR SVC MNT & REPRS	0	969	969
0118-101-541.000	OFFICE SUPPLIES	370	3,060	3,060
0118-101-542.010	PRNT XEROX CHRGS ALL	520	824	2,824
0118-101-544.018	COMPUTER SOFTWARE	38,703	40,800	40,800
0118-101-544.022	POSTAGE	0	306	306
0118-101-546.000	PUBLICATIONS & DUES	2,785	3,407	1,407
0118-101-546.112	DUES - PROFESSIONAL ORGANIZATI	6,189	8,304	26,304
0118-101-551.000	TRAVEL & MEETINGS	6,421	17,293	13,293
0118-101-551.011	PROFESSIONAL DEVEL.	7,623	8,772	50,000
0118-101-551.027	PROFESSIONAL DEV-ADJUNCTS	6,880	8,160	12,160
0118-101-559.000	OTHR CONFR & MTNG EX	1,935	4,528	4,528
		-----	-----	-----
	TOTAL V.P. ACADEMIC AFFAIRS	499,785	585,838	661,639
HONORS PROGRAM				
0118-102-512.000	SUPPORT SALARIES - FT	44,846	50,111	46,054
0118-102-513.021	F.T. FAC - EXTRA PAY	9,200	8,000	9,000
0118-102-513.100	P.T. FAC - FALL/SPRG	2,100	2,000	2,000
0118-102-519.024	OVERTIME ALLOCATION	17	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	56,163	60,111	57,054
0118-102-521.000	EMPLOYEE BENEFITS	10,181	11,371	27,581

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INSTRUCTION				
ADMINISTRATION				
HONORS PROGRAM				
0118-102-541.000	OFFICE SUPPLIES	2,727	2,764	2,764
0118-102-546.000	PUBLICATIONS & DUES	650	873	873
0118-102-551.000	TRAVEL & MEETINGS	7,674	7,446	7,446
		-----	-----	-----
TOTAL	HONORS PROGRAM	77,395	82,565	95,718
PHI THETA KAPPA				
0118-108-541.000	OFFICE SUPPLIES	2,778	2,652	2,652
0118-108-551.000	TRAVEL & MEETINGS	2,222	4,082	4,082
		-----	-----	-----
TOTAL	PHI THETA KAPPA	5,000	6,734	6,734
DEAN, ARTS & SCIENCES				
0118-110-511.000	ADMIN SALARIES - FT	121,026	126,932	120,477
0118-110-512.000	SUPPORT SALARIES - FT	53,569	57,055	59,337
0118-110-515.000	ACAD SUPP. STAFF SAL	0	85,928	93,689
		-----	-----	-----
SUBTOTAL	SALARIES	174,595	269,915	273,503
0118-110-521.000	EMPLOYEE BENEFITS	28,281	40,811	51,449
0118-110-541.000	OFFICE SUPPLIES	621	3,150	2,850
0118-110-542.000	PRINTING	237	179	479
0118-110-546.000	PUBLICATIONS & DUES	0	204	204
0118-110-551.000	TRAVEL & MEETINGS	3,488	1,676	1,676
0118-110-551.011	PROFESSIONAL DEVEL.	7,714	14,280	14,280
		-----	-----	-----
TOTAL	DEAN, ARTS & SCIENCES	214,936	330,215	344,441
DEAN, ACAD EXCELLENCE/SUPPORT				
0118-113-511.000	ADMIN SALARIES - FT	184,250	111,220	108,915
0118-113-511.500	PRO SALARIES - FT	0	81,224	83,052
0118-113-512.000	SUPPORT SALARIES - FT	86,761	251,828	266,834
0118-113-512.110	P.T. PROF TECH	75,650	0	0
0118-113-513.001	DEPT CHAIR/COORDINATOR	0	163,800	168,000
0118-113-516.000	CLERICAL SALARIES - FT	38,996	0	0

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INSTRUCTION				
ADMINISTRATION				
DEAN, ACAD EXCELLENCE/SUPPORT				
0118-113-516.110	P.T. CLERICAL	25,361	21,728	23,282
SUBTOTAL SALARIES		411,018	629,800	650,083
0118-113-521.000	EMPLOYEE BENEFITS	86,437	146,109	163,872
0118-113-532.000	CONTR SVC CONSULTANT	1,020	0	0
0118-113-541.000	OFFICE SUPPLIES	3,085	2,500	2,280
0118-113-542.000	PRINTING	1,251	2,000	1,500
0118-113-542.010	PRNT XEROX CHRGS ALL	1,341	500	1,400
0118-113-546.000	PUBLICATIONS & DUES	1,371	750	1,070
0118-113-547.000	ADVERTISING	0	1,000	1,500
0118-113-551.000	TRAVEL & MEETINGS	10,140	11,272	11,272
0118-113-551.011	PROFESSIONAL DEVEL.	16,132	16,075	16,282
0118-113-551.612	TRAVEL/MEETINGS DUAL CREDIT	6,706	7,500	7,500
0118-113-592.100	PETITION REF. SCHOL.	6,149	18,360	18,360
TOTAL DEAN, ACAD EXCELLENCE/SUPPORT		544,650	835,866	875,119
DEAN, CAREER & TECHNICAL				
0118-115-511.000	ADMIN SALARIES - FT	111,554	116,998	119,632
0118-115-511.500	PRO SALARIES - FT	0	0	76,000
0118-115-512.000	SUPPORT SALARIES - FT	100,459	103,375	107,510
0118-115-515.000	ACAD SUPP. STAFF SAL	0	90,390	95,290
0118-115-518.157	STUDENT INTERN	4,147	2,060	2,410
0118-115-519.024	OVERTIME ALLOCATION	1,362	0	0
SUBTOTAL SALARIES		217,522	312,823	400,842
0118-115-521.000	EMPLOYEE BENEFITS	66,219	95,266	124,260
0118-115-541.000	OFFICE SUPPLIES	674	3,990	3,690
0118-115-542.000	PRINTING	685	204	504
0118-115-546.000	PUBLICATIONS & DUES	360	255	255
0118-115-547.201	ADVERT & PROMOTION	2,072	2,040	2,040

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INSTRUCTION				
ADMINISTRATION				
DEAN, CAREER & TECHNICAL				
0118-115-551.000	TRAVEL & MEETINGS	3,315	1,378	1,378
0118-115-551.011	PROFESSIONAL DEVEL.	3,889	6,222	6,222
0118-115-590.135	SUSTAINABILITY INITIATIVES	5,221	8,200	8,200
TOTAL DEAN, CAREER & TECHNICAL		299,957	430,378	547,391
DEAN, APPL ARTS & WORKFORCE ED				
0118-120-511.000	ADMIN SALARIES - FT	113,227	118,049	120,706
0118-120-511.500	PRO SALARIES - FT	0	40,600	0
0118-120-511.510	PRO SALARIES - PT	0	0	36,680
0118-120-512.000	SUPPORT SALARIES - FT	0	0	55,436
0118-120-513.001	DEPT CHAIR/COORDINATOR	0	2,100	2,200
0118-120-519.021	PHONE STIPEND	600	600	600
SUBTOTAL SALARIES		113,827	161,349	215,622
0118-120-521.000	EMPLOYEE BENEFITS	27,813	28,813	56,007
0118-120-534.000	CNTR SVC MNT & REPRS	2,594	2,550	2,550
0118-120-541.000	OFFICE SUPPLIES	1,746	3,512	3,512
0118-120-542.000	PRINTING	1,503	5,100	5,100
0118-120-546.000	PUBLICATIONS & DUES	7,152	9,690	9,690
0118-120-547.000	ADVERTISING	9,729	10,200	10,200
0118-120-551.000	TRAVEL & MEETINGS	5,665	4,080	4,080
0118-120-551.011	PROFESSIONAL DEVEL.	0	510	510
TOTAL DEAN, APPL ARTS & WORKFORCE ED		170,029	225,804	307,271
DEAN, NURSING, HEALTH & PUBLIC				
0118-125-511.000	ADMIN SALARIES - FT	120,717	126,608	129,458
0118-125-512.000	SUPPORT SALARIES - FT	50,884	54,995	57,195
0118-125-515.000	ACAD SUPP. STAFF SAL	0	96,687	101,929
SUBTOTAL SALARIES		171,601	278,290	288,582



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INSTRUCTION				
ADMINISTRATION				
DEAN, NURSING, HEALTH & PUBLIC				
0118-125-521.000	EMPLOYEE BENEFITS	55,236	79,219	79,254
0118-125-534.000	CNTR SVC MNT & REPRS	0	3,611	3,611
0118-125-541.000	OFFICE SUPPLIES	240	3,740	3,740
0118-125-542.000	PRINTING	4,048	620	730
0118-125-544.022	POSTAGE	0	100	100
0118-125-546.000	PUBLICATIONS & DUES	0	210	100
0118-125-551.000	TRAVEL & MEETINGS	1,574	4,380	4,380
0118-125-551.011	PROFESSIONAL DEVEL.	4,065	7,140	7,140
		-----	-----	-----
TOTAL	DEAN, NURSING, HEALTH & PUBLIC	236,764	377,310	387,637
TOTAL	ADMINISTRATION	2,048,516	2,874,710	3,225,950
OTHER				
INTERNATIONAL EDUCATION				
0119-006-532.000	CONTR SVC CONSULTANT	0	408	0
0119-006-541.000	OFFICE SUPPLIES	212	587	587
0119-006-542.010	PRNT XEROX CHRGS ALL	91	230	230
0119-006-544.022	POSTAGE	0	102	0
0119-006-546.000	PUBLICATIONS & DUES	750	1,377	1,650
0119-006-547.000	ADVERTISING	784	408	408
0119-006-551.000	TRAVEL & MEETINGS	3,183	0	237
0119-006-551.011	PROFESSIONAL DEVEL.	5,268	8,668	8,668
0119-006-551.020	PROGRAM COORDINATION TRAVEL	226	920	920
		-----	-----	-----
TOTAL	INTERNATIONAL EDUCATION	10,514	12,700	12,700
ALLIED HEALTH				
0119-906-511.000	ADMIN SALARIES - FT	40,952	0	0
0119-906-511.500	PRO SALARIES - FT	0	43,246	0
0119-906-513.100	P.T. FAC - FALL/SPRG	242,715	255,000	0
0119-906-516.110	P.T. CLERICAL	19,393	18,160	0
		-----	-----	-----
SUBTOTAL	SALARIES	303,060	316,406	0

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INSTRUCTION				
OTHER				
ALLIED HEALTH				
0119-906-521.000	EMPLOYEE BENEFITS	15,144	15,358	0
0119-906-553.031	STAFF TRAVEL	706	1,377	0
		-----	-----	-----
TOTAL	ALLIED HEALTH	318,910	333,141	0
TOTAL	OTHER	329,424	345,841	12,700
TOTAL	INSTRUCTION	41,803,105	45,055,827	46,165,248
LIBRARY CENTER				
LIBRARY CENTER				
LIBRARY				
0121-102-511.000	ADMIN SALARIES - FT	5,858	0	0
0121-102-513.001	DEPT CHAIR/COORDINATOR	0	13,750	14,000
0121-102-515.000	ACAD SUPP. STAFF SAL	271,037	329,730	348,226
0121-102-515.010	F.T. ACADEMIC SUPPORT SUMMER	25,362	28,924	31,493
0121-102-515.120	P.T. ACADEMIC SUPPORT FALL/SPR	75,618	84,700	84,700
0121-102-516.000	CLERICAL SALARIES - FT	217,833	227,406	234,208
0121-102-516.110	P.T. CLERICAL	25,467	29,782	31,405
0121-102-518.010	STUDENT EMPLOYEES	0	6,592	7,713
		-----	-----	-----
SUBTOTAL	SALARIES	621,175	720,884	751,745
0121-102-521.000	EMPLOYEE BENEFITS	183,259	195,443	195,680
0121-102-532.105	CONTRACTUAL SERVICE	17,049	17,049	17,909
0121-102-541.000	OFFICE SUPPLIES	3,773	3,711	3,711
0121-102-542.010	PRNT XEROX CHRGS ALL	451	643	643
0121-102-544.002	DIGITAL MEDIA	12,451	15,919	15,919
0121-102-544.014	COMMERCIAL MEDIA, NORTH CAMPUS	0	1,379	519
0121-102-545.000	SUPPLIES - BOOKS	39,255	34,301	34,301
0121-102-545.001	SUPP.-BOOKS-BINDING	0	589	589
0121-102-546.001	PRINT PERIODICALS	22,450	22,365	22,365

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ACADEMIC SUPPORT				
LIBRARY CENTER				
LIBRARY				
0121-102-546.005	ON-LINE LIBRARY CONTENT	105,365	105,059	105,059
0121-102-551.000	TRAVEL & MEETINGS	5,696	4,590	4,590
0121-102-551.011	PROFESSIONAL DEVEL.	596	1,632	1,632
		-----	-----	-----
TOTAL	LIBRARY	1,011,520	1,123,564	1,154,662
TOTAL	LIBRARY CENTER	1,011,520	1,123,564	1,154,662
INSTRUC. MATER. CNTR				
INST MEDIA CENTER				
0122-103-511.500	PRO SALARIES - FT	0	86,019	90,612
0122-103-512.000	SUPPORT SALARIES - FT	249,444	288,638	308,504
0122-103-512.110	P.T. PROF TECH	33,827	52,752	50,218
0122-103-519.021	PHONE STIPEND	360	360	360
0122-103-519.024	OVERTIME ALLOCATION	6,027	4,500	4,700
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SUBTOTAL	SALARIES	289,658	432,269	454,394
0122-103-521.000	EMPLOYEE BENEFITS	86,691	134,494	134,730
0122-103-534.000	CNTR SVC MNT & REPRS	0	1,818	1,818
0122-103-541.000	OFFICE SUPPLIES	2,344	999	999
0122-103-542.010	PRNT XEROX CHRGS ALL	82	126	126
0122-103-544.003	MATERIALS-A.V.MAINT.	9,237	9,093	9,093
0122-103-544.004	MATERIALS-AUDIO	999	999	999
0122-103-544.005	MATERIALS-GRAPHICS	4,202	4,202	4,202
0122-103-544.006	MATERIALS-CLASSROOM TECHNOLOGY	5,750	5,753	5,753
0122-103-544.007	MATERIALS-VIDEO	2,293	2,293	2,293
0122-103-544.009	MATERIALS-EVENTS	1,200	1,200	1,200
0122-103-544.010	PHOTOGRAPHY	999	999	999
0122-103-544.018	COMPUTER SOFTWARE	7,574	0	0
0122-103-551.000	TRAVEL & MEETINGS	979	999	999
		-----	-----	-----
TOTAL	INST MEDIA CENTER	412,008	595,244	617,605

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ACADEMIC SUPPORT				
INSTRUC. MATER. CNTR				
INST MEDIA CENTER				
TOTAL	INSTRUC. MATER. CNTR	412,008	595,244	617,605
COMMUNICATION CENTER				
TUTORING & LEARNING CENTER				
0123-101-511.000	ADMIN SALARIES - FT	46,291	0	0
0123-101-511.500	PRO SALARIES - FT	0	54,913	56,149
0123-101-511.510	PRO SALARIES - PT	0	33,628	35,854
0123-101-512.000	SUPPORT SALARIES - FT	47,198	0	0
0123-101-512.110	P.T. PROF TECH	264,881	281,900	293,000
0123-101-516.000	CLERICAL SALARIES - FT	35,486	123,032	126,714
0123-101-516.110	P.T. CLERICAL	17,802	40,174	42,870
0123-101-518.010	STUDENT EMPLOYEES	40,236	76,700	89,739
0123-101-518.012	STUDENT EMP-COMMUN CENTER	10,406	14,000	16,380
SUBTOTAL SALARIES		462,300	624,347	660,706
0123-101-521.000	EMPLOYEE BENEFITS	52,046	94,664	93,733
0123-101-541.000	OFFICE SUPPLIES	2,120	2,244	2,244
0123-101-542.010	PRNT XEROX CHRGS ALL	4,138	5,100	1,600
0123-101-543.000	INSTRUCTIONAL SUPPLIES	1,835	1,786	1,786
0123-101-551.000	TRAVEL & MEETINGS	262	408	408
TOTAL	TUTORING & LEARNING CENTER	522,701	728,549	760,477
TESTING SERVICES				
0123-104-511.500	PRO SALARIES - FT	0	59,372	62,651
0123-104-512.000	SUPPORT SALARIES - FT	57,552	0	0
0123-104-516.000	CLERICAL SALARIES - FT	193,681	166,774	174,803
0123-104-516.110	P.T. CLERICAL	218,722	245,358	255,162
0123-104-519.024	OVERTIME ALLOCATION	158	0	0
SUBTOTAL SALARIES		470,113	471,504	492,616

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ACADEMIC SUPPORT				
COMMUNICATION CENTER				
TESTING SERVICES				
0123-104-521.000	EMPLOYEE BENEFITS	147,281	111,724	111,374
0123-104-541.000	OFFICE SUPPLIES	3,283	3,361	3,574
0123-104-542.010	PRNT XEROX CHRGS ALL	3,165	1,713	5,000
0123-104-546.011	MEMBERSHIP DUES	514	536	536
0123-104-551.000	TRAVEL & MEETINGS	737	802	802
		-----	-----	-----
TOTAL	TESTING SERVICES	625,093	589,640	613,902
iCAMPUS				
0123-105-511.000	ADMIN SALARIES - FT	88,415	91,644	93,706
0123-105-512.000	SUPPORT SALARIES - FT	173,168	176,238	181,848
0123-105-512.110	P.T. PROF TECH	15,320	21,195	20,169
		-----	-----	-----
SUBTOTAL	SALARIES	276,903	289,077	295,723
0123-105-521.000	EMPLOYEE BENEFITS	53,817	50,653	68,778
		-----	-----	-----
TOTAL	iCAMPUS	330,720	339,730	364,501
TOTAL	COMMUNICATION CENTER	1,478,514	1,657,919	1,738,880
OTHER				
TECHNOLOGY SUPPORT				
0129-109-512.000	SUPPORT SALARIES - FT	455,313	526,364	547,400
0129-109-512.110	P.T. PROF TECH	33,605	97,048	103,880
0129-109-519.024	OVERTIME ALLOCATION	346	0	0
		-----	-----	-----
SUBTOTAL	SALARIES	489,264	623,412	651,280
0129-109-521.000	EMPLOYEE BENEFITS	140,551	157,472	186,294
0129-109-534.000	CNTR SVC MNT & REPRS	0	1,554	1,554
0129-109-541.000	OFFICE SUPPLIES	1,275	5,335	5,335
0129-109-542.010	PRNT XEROX CHRGS ALL	0	234	234
0129-109-544.018	COMPUTER SOFTWARE	4,441	5,013	5,013

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ACADEMIC SUPPORT				
OTHER				
TECHNOLOGY SUPPORT				
0129-109-559.000	OTHR CONFR & MTNG EX	0	3,053	3,053
		-----	-----	-----
TOTAL	TECHNOLOGY SUPPORT	635,531	796,073	852,763
TOTAL	OTHER	635,531	796,073	852,763
TOTAL	ACADEMIC SUPPORT	3,537,573	4,172,800	4,363,910
ADMISSIONS & RECORDS				
ADMISSIONS & RECORDS				
REGISTRATION & RECORDS				
0131-300-511.000	ADMIN SALARIES - FT	111,811	96,903	0
0131-300-511.500	PRO SALARIES - FT	0	66,950	71,880
0131-300-512.000	SUPPORT SALARIES - FT	22,988	46,363	225,684
0131-300-512.110	P.T. PROF TECH	30,219	0	0
0131-300-516.000	CLERICAL SALARIES - FT	397,924	459,597	313,019
0131-300-516.110	P.T. CLERICAL	76,284	98,182	103,894
0131-300-518.010	STUDENT EMPLOYEES	12,429	16,480	19,282
0131-300-519.000	SALARIES-OTHER	700	200	200
0131-300-519.024	OVERTIME ALLOCATION	3,737	7,775	8,100
		-----	-----	-----
SUBTOTAL	SALARIES	656,092	792,450	742,059
0131-300-521.000	EMPLOYEE BENEFITS	234,506	326,797	282,860
0131-300-534.000	CNTR SVC MNT & REPRS	1,820	2,324	2,324
0131-300-541.000	OFFICE SUPPLIES	12,472	14,115	14,115
0131-300-542.000	PRINTING	0	204	204
0131-300-542.010	PRNT XEROX CHRGS ALL	924	2,674	2,674
0131-300-543.045	OFFICE SUP GRADUAT	24,140	29,169	29,169
0131-300-544.022	POSTAGE	3	153	153
0131-300-546.000	PUBLICATIONS & DUES	1,425	3,150	3,150
0131-300-551.000	TRAVEL & MEETINGS	6,790	6,977	6,977
0131-300-592.100	PETITION REF. SCHOL.	82,649	18,360	0

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES				
ADMISSIONS & RECORDS				
REGISTRATION & RECORDS				
TOTAL REGISTRATION & RECORDS		1,020,821	1,196,373	1,083,685
ADMISSIONS				
0131-301-511.000	ADMIN SALARIES - FT	104,684	114,227	116,799
0131-301-512.000	SUPPORT SALARIES - FT	172,314	262,838	273,696
0131-301-516.000	CLERICAL SALARIES - FT	186,148	155,126	159,744
0131-301-516.110	P.T. CLERICAL	75,100	70,014	72,940
0131-301-518.010	STUDENT EMPLOYEES	13,372	22,351	26,151
0131-301-519.024	OVERTIME ALLOCATION	4,277	5,550	5,775
SUBTOTAL SALARIES		555,895	630,106	655,105
0131-301-521.000	EMPLOYEE BENEFITS	223,416	245,080	228,213
0131-301-534.000	CNTR SVC MNT & REPRS	0	1,157	1,157
0131-301-541.000	OFFICE SUPPLIES	12,813	14,362	14,362
0131-301-542.010	PRNT XEROX CHRGS ALL	5,578	6,120	6,120
0131-301-544.022	POSTAGE	45	510	510
0131-301-546.000	PUBLICATIONS & DUES	3,893	3,575	3,575
0131-301-551.000	TRAVEL & MEETINGS	2,765	7,324	7,324
0131-301-554.000	TRAVEL-RECRUITMENT	3,662	5,069	5,069
TOTAL ADMISSIONS		808,067	913,303	921,435
DEAN OF ENROLLMENT MANAGEMENT				
0131-303-511.000	ADMIN SALARIES - FT	103,471	107,351	115,257
0131-303-512.000	SUPPORT SALARIES - FT	109,504	100,079	104,082
0131-303-519.024	OVERTIME ALLOCATION	6	0	0
SUBTOTAL SALARIES		212,981	207,430	219,339
0131-303-521.000	EMPLOYEE BENEFITS	41,569	40,191	40,185
0131-303-541.000	OFFICE SUPPLIES	468	969	969
0131-303-542.000	PRINTING	233	510	510

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES				
ADMISSIONS & RECORDS				
DEAN OF ENROLLMENT MANAGEMENT				
0131-303-546.000	PUBLICATIONS & DUES	132	255	255
0131-303-551.000	TRAVEL & MEETINGS	1,909	3,600	3,600
		-----	-----	-----
TOTAL	DEAN OF ENROLLMENT MANAGEMENT	257,292	252,955	264,858
TOTAL ADMISSIONS & RECORDS		2,086,180	2,362,631	2,269,978
COUNSELING & TESTING				
OFFICE STUD RIGHTS & RESPONSIB				
0132-301-511.000	ADMIN SALARIES - FT	111,797	125,650	128,480
0132-301-511.500	PRO SALARIES - FT	0	160,000	241,258
0132-301-511.510	PRO SALARIES - PT	0	25,391	0
0132-301-512.000	SUPPORT SALARIES - FT	100,862	150,943	148,976
0132-301-512.010	SUPPORT SALARIES - PT	0	6,490	6,490
0132-301-512.110	P.T. PROF TECH	18,729	0	0
0132-301-516.110	P.T. CLERICAL	13,575	10,288	10,663
		-----	-----	-----
SUBTOTAL	SALARIES	244,963	478,762	535,867
0132-301-521.000	EMPLOYEE BENEFITS	82,523	168,286	175,883
0132-301-534.000	CNTR SVC MNT & REPRS	50	51	51
0132-301-539.011	TRAINING SERVICES	3,005	14,300	14,300
0132-301-541.000	OFFICE SUPPLIES	1,199	1,224	1,224
0132-301-542.010	PRNT XEROX CHRGS ALL	3,012	3,471	3,471
0132-301-546.000	PUBLICATIONS & DUES	1,630	1,874	1,874
0132-301-551.000	TRAVEL & MEETINGS	1,360	3,774	3,774
0132-301-592.100	PETITION REF. SCHOL.	0	0	18,360
		-----	-----	-----
TOTAL	OFFICE STUD RIGHTS & RESPONSIB	337,742	671,742	754,804



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STUDENT SERVICES				
COUNSELING & TESTING				
COUNSELING				
0132-302-511.000	ADMIN SALARIES - FT	1,175	0	0
0132-302-512.000	SUPPORT SALARIES - FT	47,056	0	0
0132-302-512.010	SUPPORT SALARIES - PT	115,508	0	0
0132-302-515.000	ACAD SUPP. STAFF SAL	789,366	0	0
0132-302-515.010	F.T. ACADEMIC SUPPORT SUMMER	31,021	0	0
0132-302-515.020	F.T. ACADEMIC SUPPORT FALL/SPR	36,279	0	0
0132-302-515.110	P.T. ACADEMIC SUPPORT SUMMER	22,838	0	0
0132-302-515.120	P.T. ACADEMIC SUPPORT FALL/SPR	117,635	0	0
0132-302-515.210	F.T. ACADEMIC SUP OVERLOAD	84,949	0	0
0132-302-516.000	CLERICAL SALARIES - FT	37,951	0	0
0132-302-516.110	P.T. CLERICAL	44,220	0	0
0132-302-518.010	STUDENT EMPLOYEES	8,394	0	0
SUBTOTAL SALARIES		1,336,392	0	0
0132-302-521.000	EMPLOYEE BENEFITS	215,990	0	0
0132-302-541.000	OFFICE SUPPLIES	7,726	0	0
0132-302-542.000	PRINTING	38	0	0
0132-302-542.010	PRNT XEROX CHRGS ALL	3,146	0	0
0132-302-543.000	INSTRUCTIONAL SUPPLIES	1,414	0	0
0132-302-551.000	TRAVEL & MEETINGS	3,705	0	0
0132-302-559.111	MTG/WKSHP EXPNSE	519	0	0
TOTAL COUNSELING		1,568,930	0	0
DEAN OF STUDENT SUCCESS				
0132-303-511.000	ADMIN SALARIES - FT	106,414	110,278	112,761
SUBTOTAL SALARIES		106,414	110,278	112,761
0132-303-521.000	EMPLOYEE BENEFITS	27,764	28,318	28,307
0132-303-532.000	CONTR SVC CONSULTANT	4,354	7,650	7,650
0132-303-541.000	OFFICE SUPPLIES	1,151	1,224	1,224

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STUDENT SERVICES				
COUNSELING & TESTING				
DEAN OF STUDENT SUCCESS				
0132-303-542.000	PRINTING	358	510	510
0132-303-546.000	PUBLICATIONS & DUES	0	816	816
0132-303-551.000	TRAVEL & MEETINGS	1,513	5,613	5,613
		-----	-----	-----
TOTAL	DEAN OF STUDENT SUCCESS	141,554	154,409	156,881
STUDENT ADVISING CENTER				
0132-305-511.500	PRO SALARIES - FT	0	180,533	179,021
0132-305-511.510	PRO SALARIES - PT	0	0	35,042
0132-305-512.000	SUPPORT SALARIES - FT	0	275,000	237,064
0132-305-512.010	SUPPORT SALARIES - PT	0	130,000	135,000
0132-305-512.110	P.T. PROF TECH	0	66,906	33,082
0132-305-516.000	CLERICAL SALARIES - FT	2,234	99,757	102,731
0132-305-516.110	P.T. CLERICAL	0	66,780	70,882
0132-305-518.010	STUDENT EMPLOYEES	0	23,380	27,355
		-----	-----	-----
SUBTOTAL	SALARIES	2,234	842,356	820,177
0132-305-521.000	EMPLOYEE BENEFITS	0	279,244	233,591
0132-305-541.000	OFFICE SUPPLIES	0	6,550	8,104
0132-305-542.000	PRINTING	0	8,600	12,114
0132-305-551.000	TRAVEL & MEETINGS	0	3,500	4,086
0132-305-559.111	MTG/WKSHP EXPNSE	0	2,500	2,500
		-----	-----	-----
TOTAL	STUDENT ADVISING CENTER	2,234	1,142,750	1,080,572
PROJECT SUCCESS				
0132-307-519.004	SAL OTHER/MENTOR	0	13,600	13,600
		-----	-----	-----
SUBTOTAL	SALARIES	0	13,600	13,600
0132-307-543.000	INSTRUCTIONAL SUPPLIES	2,435	2,000	2,000
0132-307-551.000	TRAVEL & MEETINGS	2,565	2,500	2,500
0132-307-590.014	TUITION WAIVERS	6,554	4,000	4,000

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STUDENT SERVICES				
COUNSELING & TESTING				
PROJECT SUCCESS				
TOTAL PROJECT SUCCESS		11,554	22,100	22,100
ACADEMIC INTERVENTION/SUPPORT				
0132-315-511.000	ADMIN SALARIES - FT	64,436	102,888	106,256
0132-315-511.010	ADMIN SALARIES - PT	8,770	0	0
0132-315-511.500	PRO SALARIES - FT	0	184,549	205,734
0132-315-511.510	PRO SALARIES - PT	0	38,780	0
0132-315-512.000	SUPPORT SALARIES - FT	265,073	98,686	99,976
0132-315-512.110	P.T. PROF TECH	57,424	34,300	33,278
0132-315-516.000	CLERICAL SALARIES - FT	0	43,680	43,888
0132-315-516.110	P.T. CLERICAL	43,544	47,964	46,788
0132-315-518.010	STUDENT EMPLOYEES	20,636	0	0
0132-315-519.024	OVERTIME ALLOCATION	187	0	0
SUBTOTAL SALARIES		460,070	550,847	535,920
0132-315-521.000	EMPLOYEE BENEFITS	110,147	149,234	133,073
0132-315-532.000	CONTR SVC CONSULTANT	0	3,417	0
0132-315-541.000	OFFICE SUPPLIES	4,263	3,802	4,000
0132-315-542.000	PRINTING	476	1,122	0
0132-315-542.010	PRNT XEROX CHRGS ALL	6,947	6,421	4,000
0132-315-546.000	PUBLICATIONS & DUES	199	408	408
0132-315-551.000	TRAVEL & MEETINGS	1,378	1,836	3,000
0132-315-551.011	PROFESSIONAL DEVEL.	725	1,183	0
0132-315-551.024	TRAVEL & MTGS-TRANSFER ARTICUL	2,786	0	6,000
0132-315-551.098	TRAVEL & MTGS (AIAS)	0	0	3,000
0132-315-559.111	MTG/WKSHP EXPNSE	0	6,936	4,717
TOTAL ACADEMIC INTERVENTION/SUPPORT		586,991	725,206	694,118
TOTAL COUNSELING & TESTING		2,649,005	2,716,207	2,708,475

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STUDENT SERVICES				
HEALTH				
HOLISTIC WELLNESS				
0133-303-512.000	SUPPORT SALARIES - FT	50,631	51,800	53,872
0133-303-518.010	STUDENT EMPLOYEES	5,485	5,305	6,206
		-----	-----	-----
	SUBTOTAL SALARIES	56,116	57,105	60,078
0133-303-521.000	EMPLOYEE BENEFITS	26,439	27,618	27,617
0133-303-539.000	CONT.SC-OTHER	505	1,000	1,000
0133-303-542.010	PRNT XEROX CHRGS ALL	545	560	560
0133-303-543.000	INSTRUCTIONAL SUPPLIES	1,445	779	779
0133-303-551.000	TRAVEL & MEETINGS	358	640	640
		-----	-----	-----
	TOTAL HOLISTIC WELLNESS	85,408	87,702	90,674
	TOTAL HEALTH	85,408	87,702	90,674
FINANCIAL AID				
FINANCIAL AID/VETERANS				
0134-304-511.000	ADMIN SALARIES - FT	59,084	88,720	90,717
0134-304-511.500	PRO SALARIES - FT	0	147,777	151,104
0134-304-512.000	SUPPORT SALARIES - FT	177,616	51,000	53,040
0134-304-516.000	CLERICAL SALARIES - FT	386,413	455,478	511,597
0134-304-516.110	P.T. CLERICAL	62,718	65,463	64,475
0134-304-518.010	STUDENT EMPLOYEES	42,023	45,316	53,020
0134-304-519.024	OVERTIME ALLOCATION	6,697	10,300	10,700
		-----	-----	-----
	SUBTOTAL SALARIES	734,551	864,054	934,653
0134-304-521.000	EMPLOYEE BENEFITS	297,724	338,136	365,959
0134-304-532.000	CONTR SVC CONSULTANT	0	0	1,000
0134-304-534.000	CNTR SVC MNT & REPRS	0	1,530	530
0134-304-539.003	CONTR SVC-TAPES EXCH	0	587	587
0134-304-541.000	OFFICE SUPPLIES	2,416	5,418	5,418
0134-304-542.010	PRNT XEROX CHRGS ALL	1,567	2,550	2,550

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STUDENT SERVICES				
FINANCIAL AID				
FINANCIAL AID/VETERANS				
0134-304-546.000	PUBLICATIONS & DUES	3,061	3,890	3,890
0134-304-551.000	TRAVEL & MEETINGS	14,456	15,962	15,962
		-----	-----	-----
TOTAL	FINANCIAL AID/VETERANS	1,053,775	1,232,127	1,330,549
FIN.AID.WORK STUDY MATCH				
0134-309-518.010	STUDENT EMPLOYEES	2,158	10,000	10,000
0134-309-518.020	SAL COLLEGE W.S.	139,163-	196,000-	150,000-
		-----	-----	-----
TOTAL	FIN.AID.WORK STUDY MATCH	137,005-	186,000-	140,000-
TOTAL	FINANCIAL AID	916,770	1,046,127	1,190,549
CAREER SERVICES				
CAREER SERVICES				
0135-305-511.000	ADMIN SALARIES - FT	134,639	0	0
0135-305-511.500	PRO SALARIES - FT	0	219,514	250,349
0135-305-511.510	PRO SALARIES - PT	0	63,570	68,263
0135-305-512.000	SUPPORT SALARIES - FT	0	42,000	46,327
0135-305-512.010	SUPPORT SALARIES - PT	41,880	0	0
0135-305-516.000	CLERICAL SALARIES - FT	33,734	43,014	43,472
0135-305-518.010	STUDENT EMPLOYEES	8,735	7,107	8,315
		-----	-----	-----
SUBTOTAL	SALARIES	218,988	375,205	416,726
0135-305-521.000	EMPLOYEE BENEFITS	61,353	129,656	125,873
0135-305-541.000	OFFICE SUPPLIES	2,343	1,360	2,380
0135-305-542.010	PRNT XEROX CHRGS ALL	2,261	2,234	2,258
0135-305-543.000	INSTRUCTIONAL SUPPLIES	845	1,010	990
0135-305-544.018	COMPUTER SOFTWARE	3,413	4,024	3,000
0135-305-546.000	PUBLICATIONS & DUES	1,168	765	765
0135-305-551.000	TRAVEL & MEETINGS	1,259	995	995
		-----	-----	-----
TOTAL	CAREER SERVICES	291,630	515,249	552,987

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES				
CAREER SERVICES				
CAREER SERVICES				
TOTAL	CAREER SERVICES	291,630	515,249	552,987
STUDENT ACTIVITIES				
STUDENT SERVICES & ACTIVITIES				
0136-306-511.000	ADMIN SALARIES - FT	78,307	0	0
0136-306-511.500	PRO SALARIES - FT	0	88,582	83,000
0136-306-512.011	SAL-PROF STF-CLUB SP	31,015	40,800	40,800
0136-306-516.000	CLERICAL SALARIES - FT	51,461	54,184	42,598
0136-306-516.110	P.T. CLERICAL	22,148	22,806	21,714
0136-306-518.010	STUDENT EMPLOYEES	16,104	26,892	31,464
SUBTOTAL SALARIES		199,035	233,264	219,576
0136-306-521.000	EMPLOYEE BENEFITS	39,614	39,317	55,510
0136-306-532.000	CONTR SVC CONSULTANT	0	2,500	2,500
0136-306-534.000	CNTR SVC MNT & REPRS	153	153	153
0136-306-541.000	OFFICE SUPPLIES	936	724	1,224
0136-306-542.010	PRNT XEROX CHRGS ALL	2,438	2,000	2,000
0136-306-546.000	PUBLICATIONS & DUES	612	612	612
0136-306-551.000	TRAVEL & MEETINGS	1,699	2,731	2,231
TOTAL	STUDENT SERVICES & ACTIVITIES	244,487	281,301	283,806
INTERNATIONAL STUDENT SERVICES				
0136-310-511.500	PRO SALARIES - FT	0	58,961	63,183
0136-310-512.000	SUPPORT SALARIES - FT	56,895	0	0
0136-310-516.110	P.T. CLERICAL	19,408	21,938	23,800
0136-310-518.010	STUDENT EMPLOYEES	1,369	9,270	10,846
SUBTOTAL SALARIES		77,672	90,169	97,829
0136-310-521.000	EMPLOYEE BENEFITS	11,100	11,395	11,423
0136-310-541.000	OFFICE SUPPLIES	1,592	400	400

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STUDENT SERVICES				
STUDENT ACTIVITIES				
INTERNATIONAL STUDENT SERVICES				
0136-310-542.010	PRNT XEROX CHRGS ALL	71	0	0
0136-310-546.011	MEMBERSHIP DUES	1,254	1,454	1,454
0136-310-547.209	ADVERTISING-OTHER	2,884	2,750	2,750
0136-310-551.000	TRAVEL & MEETINGS	10,485	15,796	15,796
		-----	-----	-----
TOTAL	INTERNATIONAL STUDENT SERVICES	105,058	121,964	129,652
TOTAL	STUDENT ACTIVITIES	349,545	403,265	413,458
VETERANS				
VETERANS AFFAIRS				
0137-307-590.014	TUITION WAIVERS	174,192	290,000	290,000
		-----	-----	-----
TOTAL	VETERANS AFFAIRS	174,192	290,000	290,000
TOTAL	VETERANS	174,192	290,000	290,000
ADMINISTRATION				
V.P. STUDENT DEVELOPMENT				
0138-308-511.000	ADMIN SALARIES - FT	165,071	183,227	187,351
0138-308-511.500	PRO SALARIES - FT	0	0	40,446
0138-308-512.000	SUPPORT SALARIES - FT	58,835	61,309	63,761
0138-308-518.010	STUDENT EMPLOYEES	0	1,442	1,687
0138-308-519.021	PHONE STIPEND	600	600	600
0138-308-519.024	OVERTIME ALLOCATION	0	3,400	3,500
		-----	-----	-----
SUBTOTAL	SALARIES	224,506	249,978	297,345
0138-308-521.000	EMPLOYEE BENEFITS	55,610	56,928	56,947
0138-308-532.000	CONTR SVC CONSULTANT	20,573	34,853	34,853
0138-308-534.058	CONTRACTUAL-NEW INITIATIVES	10,657	12,356	12,356
0138-308-541.000	OFFICE SUPPLIES	662	1,173	1,173
0138-308-542.010	PRNT XEROX CHRGS ALL	361	848	848
0138-308-546.000	PUBLICATIONS & DUES	1,402	887	887

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STUDENT SERVICES				
ADMINISTRATION				
V.P. STUDENT DEVELOPMENT				
0138-308-547.002	MEDIA/MARKETING	0	8,160	8,160
0138-308-551.000	TRAVEL & MEETINGS	5,465	8,670	8,670
0138-308-553.010	TRAINING	16,696	0	0
		-----	-----	-----
TOTAL	V.P. STUDENT DEVELOPMENT	335,932	373,853	421,239
DISABILITY SERVICES				
0138-309-511.500	PRO SALARIES - FT	0	65,227	64,718
0138-309-512.000	SUPPORT SALARIES - FT	100,976	47,218	49,107
0138-309-512.110	P.T. PROF TECH	34,912	32,584	33,887
0138-309-516.000	CLERICAL SALARIES - FT	29,119	0	0
0138-309-518.010	STUDENT EMPLOYEES	10,360	0	2,106
0138-309-519.405	SIGN LANGUAGE INTERPRETERS	83,886	129,098	134,260
0138-309-519.412	DISABILITY SERVICES SPECIALIST	111,769	167,541	172,300
0138-309-519.445	SAL NOTE TAKERS	5,400	5,800	6,000
		-----	-----	-----
SUBTOTAL	SALARIES	376,422	447,468	462,378
0138-309-521.000	EMPLOYEE BENEFITS	28,820	23,409	29,438
0138-309-532.000	CONTR SVC CONSULTANT	4,794	4,794	4,794
0138-309-541.000	OFFICE SUPPLIES	1,306	2,244	2,244
0138-309-542.010	PRNT XEROX CHRGS ALL	903	1,836	1,836
0138-309-543.000	INSTRUCTIONAL SUPPLIES	8,474	9,690	9,690
0138-309-551.000	TRAVEL & MEETINGS	4,114	4,590	4,590
		-----	-----	-----
TOTAL	DISABILITY SERVICES	424,833	494,031	514,970
TOTAL	ADMINISTRATION	760,765	867,884	936,209



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STUDENT SERVICES				
OTHER				
MULTICULTURAL STUDENT AFFAIRS				
0139-310-511.000	ADMIN SALARIES - FT	93,745	0	0
0139-310-511.500	PRO SALARIES - FT	0	103,843	106,180
0139-310-512.000	SUPPORT SALARIES - FT	74,756	100,985	105,025
0139-310-516.000	CLERICAL SALARIES - FT	54,850	56,493	58,198
0139-310-518.010	STUDENT EMPLOYEES	4,626	6,767	7,918
SUBTOTAL SALARIES		227,977	268,088	277,321
0139-310-521.000	EMPLOYEE BENEFITS	55,255	62,324	62,129
0139-310-532.000	CONTR SVC CONSULTANT	4,553	4,010	4,010
0139-310-532.004	CONTR SVC MENTORS	4,820	6,120	6,120
0139-310-532.418	CON SVC SPEAKERS	3,830	3,842	3,842
0139-310-541.000	OFFICE SUPPLIES	4,476	3,522	3,522
0139-310-541.017	SUPPLIES-PEER MENTOR PROGRAM	956	1,734	1,734
0139-310-542.010	PRNT XEROX CHRGS ALL	1,922	1,650	1,650
0139-310-546.000	PUBLICATIONS & DUES	100	1,105	1,105
0139-310-551.000	TRAVEL & MEETINGS	6,887	5,566	5,566
TOTAL MULTICULTURAL STUDENT AFFAIRS		310,776	357,961	366,999
STUDENT SERVICES/OTHER GSD				
0139-311-513.010	F.T. FAC - SUMMER	3,360	0	0
0139-311-513.022	F.T. FAC - OVERLOADS	32,552	0	0
0139-311-513.100	P.T. FAC - FALL/SPRG	103,819	0	8,000
0139-311-516.000	CLERICAL SALARIES - FT	55,840	0	0
0139-311-519.008	OTHER SAL PROF DEV	3,574	2,200	0
SUBTOTAL SALARIES		199,145	2,200	8,000
0139-311-521.000	EMPLOYEE BENEFITS	27,807	0	0
0139-311-541.000	OFFICE SUPPLIES	1,172	1,554	0
0139-311-542.010	PRNT XEROX CHRGS ALL	1,171	3,514	0
0139-311-551.000	TRAVEL & MEETINGS	301	586	0

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STUDENT SERVICES				
OTHER				
STUDENT SERVICES/OTHER GSD				
TOTAL	STUDENT SERVICES/OTHER GSD	229,596	7,854	8,000
TOTAL	OTHER	540,372	365,815	374,999
TOTAL	STUDENT SERVICES	7,853,867	8,654,880	8,827,329
CONTINUING EDUCATION				
CONTINUING EDUCATION				
COMMUNITY EDUC 525				
0142-602-590.014	TUITION WAIVERS	74,727	60,000	80,000
TOTAL	COMMUNITY EDUC 525	74,727	60,000	80,000
TOTAL	CONTINUING EDUCATION	74,727	60,000	80,000
TOTAL	PUBLIC SERVICES	74,727	60,000	80,000
EXECUTIVE OFFICE				
EXECUTIVE OFFICE				
GEN ADM EXCT OFF				
0181-111-511.000	ADMIN SALARIES - FT	301,290	238,111	245,254
0181-111-511.500	PRO SALARIES - FT	0	68,556	0
0181-111-512.000	SUPPORT SALARIES - FT	121,061	72,500	72,315
0181-111-512.110	P.T. PROF TECH	31,098	31,620	31,620
0181-111-516.110	P.T. CLERICAL	32	0	0
0181-111-519.021	PHONE STIPEND	550	600	600
0181-111-519.024	OVERTIME ALLOCATION	128	0	0
0181-111-519.034	CAR ALLOWANCE	6,831	8,400	8,400
0181-111-519.038	PRESIDENT'S RESERVE	5,604	285,000	154,000
SUBTOTAL	SALARIES	466,594	704,787	512,189
0181-111-521.000	EMPLOYEE BENEFITS	114,772	101,475	72,667

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GENERAL ADMINISTRAT.				
EXECUTIVE OFFICE				
GEN ADM EXCT OFF				
0181-111-521.111	BENEFIT RESERVE	0	27,500	57,940
0181-111-532.000	CONTR SVC CONSULTANT	119,768	153,500	153,500
0181-111-534.000	CNTR SVC MNT & REPRS	0	265	0
0181-111-539.004	ELECTIONS	306	310	310
0181-111-541.000	OFFICE SUPPLIES	6,357	5,000	7,765
0181-111-542.010	PRNT XEROX CHRGS ALL	2,730	2,100	2,100
0181-111-546.000	PUBLICATIONS & DUES	38,452	66,000	66,000
0181-111-547.209	ADVERTISING-OTHER	2,550	5,000	5,000
0181-111-551.000	TRAVEL & MEETINGS	17,745	14,280	14,280
0181-111-551.011	PROFESSIONAL DEVEL.	0	0	15,075
0181-111-551.015	TRAVEL & MEETINGS-HLC	10,271	20,400	20,400
0181-111-559.000	OTHR CONFR & MTNG EX	6,867	4,000	4,000
0181-111-590.000	OTHER EXPENDITURES	6,806	6,900	5,400
0181-111-590.005	DIVERSITY COUNCIL	14,760	20,000	0
TOTAL GEN ADM EXCT OFF		807,978	1,131,517	936,626
Diversity, Equity, Inclusion				
0181-113-511.000	ADMIN SALARIES - FT	0	0	110,000
0181-113-511.500	PRO SALARIES - FT	0	0	70,099
0181-113-512.000	SUPPORT SALARIES - FT	0	0	62,316
SUBTOTAL SALARIES		0	0	242,415
0181-113-521.000	EMPLOYEE BENEFITS	0	0	85,934
0181-113-532.000	CONTR SVC CONSULTANT	0	0	115,000
0181-113-541.000	OFFICE SUPPLIES	0	0	12,000
0181-113-590.005	DIVERSITY COUNCIL	0	0	20,000
TOTAL Diversity, Equity, Inclusion		0	0	475,349

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GENERAL ADMINISTRAT.				
EXECUTIVE OFFICE				
COMPLIANCE				
0181-115-511.000	ADMIN SALARIES - FT	0	108,711	111,159
0181-115-512.000	SUPPORT SALARIES - FT	0	62,072	0
0181-115-519.021	PHONE STIPEND	0	600	600
		-----	-----	-----
	SUBTOTAL SALARIES	0	171,383	111,759
0181-115-521.000	EMPLOYEE BENEFITS	0	55,409	28,290
0181-115-541.000	OFFICE SUPPLIES	0	200	800
0181-115-542.010	PRNT XEROX CHRGS ALL	0	500	500
0181-115-546.000	PUBLICATIONS & DUES	0	4,000	3,700
0181-115-551.000	TRAVEL & MEETINGS	0	3,000	2,700
0181-115-553.010	TRAINING	0	27,500	27,500
		-----	-----	-----
	TOTAL COMPLIANCE	0	261,992	175,249
	TOTAL EXECUTIVE OFFICE	807,978	1,393,509	1,587,224
BUSINESS OFFICE				
V.P. ADMINISTRATIVE SERVICES				
0182-111-511.000	ADMIN SALARIES - FT	77,170	87,287	133,877
0182-111-512.000	SUPPORT SALARIES - FT	54,828	58,059	59,366
0182-111-519.021	PHONE STIPEND	600	600	600
0182-111-519.024	OVERTIME ALLOCATION	429	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	133,027	145,946	193,843
0182-111-521.000	EMPLOYEE BENEFITS	41,451	42,217	56,234
0182-111-532.000	CONTR SVC CONSULTANT	4,813	3,361	3,361
0182-111-541.000	OFFICE SUPPLIES	1,483	4,743	4,743
0182-111-542.010	PRNT XEROX CHRGS ALL	1,180	1,673	1,673
0182-111-544.022	POSTAGE	0	128	128
0182-111-546.000	PUBLICATIONS & DUES	6,828	7,079	7,079
0182-111-547.000	ADVERTISING	2,990	3,570	3,570

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GENERAL ADMINISTRAT. BUSINESS OFFICE				
V.P. ADMINISTRATIVE SERVICES				
0182-111-551.000	TRAVEL & MEETINGS	2,643	5,508	5,508
TOTAL V.P. ADMINISTRATIVE SERVICES		194,415	214,225	276,139
FINANCIAL SERVICES				
0182-112-511.000	ADMIN SALARIES - FT	197,028	214,785	254,951
0182-112-511.500	PRO SALARIES - FT	0	231,045	240,231
0182-112-512.000	SUPPORT SALARIES - FT	497,863	293,876	305,630
0182-112-516.000	CLERICAL SALARIES - FT	189,577	197,122	203,029
0182-112-516.110	P.T. CLERICAL	101,594	136,138	141,020
0182-112-518.010	STUDENT EMPLOYEES	5,783	8,961	10,484
0182-112-519.024	OVERTIME ALLOCATION	5,528	16,375	17,000
SUBTOTAL SALARIES		997,373	1,098,302	1,172,345
0182-112-521.000	EMPLOYEE BENEFITS	315,292	316,687	300,840
0182-112-532.000	CONTR SVC CONSULTANT	74,775	2,000	2,000
0182-112-534.000	CNTR SVC MNT & REPRS	175	1,225	1,225
0182-112-541.000	OFFICE SUPPLIES	9,166	13,100	13,100
0182-112-542.010	PRNT XEROX CHRGS ALL	1,600	2,000	2,000
0182-112-546.000	PUBLICATIONS & DUES	3,696	5,970	5,970
0182-112-551.000	TRAVEL & MEETINGS	3,942	9,650	9,650
TOTAL FINANCIAL SERVICES		1,406,019	1,448,934	1,507,130
BUSINESS & AUXILIARY SERVICES				
0182-113-511.000	ADMIN SALARIES - FT	82,975	86,110	117,398
0182-113-512.000	SUPPORT SALARIES - FT	101,506	111,773	116,736
0182-113-512.110	P.T. PROF TECH	53,586	56,266	58,520
0182-113-519.024	OVERTIME ALLOCATION	1,192	1,650	1,700
SUBTOTAL SALARIES		239,259	255,799	294,354
0182-113-521.000	EMPLOYEE BENEFITS	51,155	64,812	64,700

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GENERAL ADMINISTRAT.				
BUSINESS OFFICE				
BUSINESS & AUXILIARY SERVICES				
0182-113-532.000	CONTR SVC CONSULTANT	458	1,312	1,312
0182-113-541.000	OFFICE SUPPLIES	2,979	2,550	2,550
0182-113-542.010	PRNT XEROX CHRGS ALL	562	765	765
0182-113-546.000	PUBLICATIONS & DUES	3,170	3,932	3,932
0182-113-547.000	ADVERTISING	2,711	3,570	3,570
0182-113-551.000	TRAVEL & MEETINGS	444	4,274	4,274
0182-113-585.000	EQUIPMENT-OFFICE	69,659	65,000	100,000
TOTAL BUSINESS & AUXILIARY SERVICES		370,397	402,014	475,457
TOTAL BUSINESS OFFICE		1,970,831	2,065,173	2,258,726
COMMUNITY RELATIONS				
MARKETING AND PUBLICATIONS				
0183-113-511.000	ADMIN SALARIES - FT	87,330	98,788	101,011
0183-113-512.000	SUPPORT SALARIES - FT	246,611	256,923	220,807
0183-113-512.110	P.T. PROF TECH	17,613	21,240	50,605
0183-113-516.000	CLERICAL SALARIES - FT	35,922	37,003	40,997
0183-113-519.021	PHONE STIPEND	600	600	600
0183-113-519.024	OVERTIME ALLOCATION	0	750	780
SUBTOTAL SALARIES		388,076	415,304	414,800
0183-113-521.000	EMPLOYEE BENEFITS	154,494	161,051	117,254
0183-113-532.000	CONTR SVC CONSULTANT	2,873	5,000	5,000
0183-113-541.000	OFFICE SUPPLIES	14,347	16,451	19,987
0183-113-542.000	PRINTING	14,905	15,416	15,416
0183-113-542.010	PRNT XEROX CHRGS ALL	4,430	9,180	9,180
0183-113-542.092	ANNUAL REPORT/MAGAZINE	29,498	39,735	39,735
0183-113-542.118	PRINTING - SCHEDULES	114,520	114,148	131,914
0183-113-544.022	POSTAGE	32,884	24,486	24,486
0183-113-544.118	POSTAGE - SCHEDULES	82,705	98,133	75,000
0183-113-546.000	PUBLICATIONS & DUES	3,118	5,534	5,534

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GENERAL ADMINISTRAT.				
COMMUNITY RELATIONS				
MARKETING AND PUBLICATIONS				
0183-113-547.000	ADVERTISING	525,647	459,129	480,462
0183-113-547.201	ADVERT & PROMOTION	25,349	0	0
0183-113-547.300	SPONSORSHIPS & OUTREACH	0	70,000	50,498
0183-113-551.000	TRAVEL & MEETINGS	5,623	7,301	7,301
		-----	-----	-----
TOTAL	MARKETING AND PUBLICATIONS	1,398,469	1,440,868	1,396,567
EXTERNAL RELATIONS				
0183-116-511.000	ADMIN SALARIES - FT	95,098	101,486	103,770
0183-116-512.000	SUPPORT SALARIES - FT	107,036	108,952	152,275
0183-116-512.110	P.T. PROF TECH	27,920	29,736	0
0183-116-519.021	PHONE STIPEND	600	600	600
		-----	-----	-----
SUBTOTAL	SALARIES	230,654	240,774	256,645
0183-116-521.000	EMPLOYEE BENEFITS	66,139	62,240	74,868
0183-116-532.000	CONTR SVC CONSULTANT	10,100	11,424	10,424
0183-116-541.000	OFFICE SUPPLIES	1,877	2,261	3,261
0183-116-542.010	PRNT XEROX CHRGS ALL	459	510	510
0183-116-544.022	POSTAGE	8	204	204
0183-116-546.000	PUBLICATIONS & DUES	1,941	1,558	1,558
0183-116-551.000	TRAVEL & MEETINGS	6,080	3,598	3,598
0183-116-559.901	MASTER PLAN EVENTS	892	0	0
0183-116-559.902	OUTREACH AND EVENTS	0	8,651	8,651
		-----	-----	-----
TOTAL	EXTERNAL RELATIONS	318,150	331,220	359,719
TOTAL	COMMUNITY RELATIONS	1,716,619	1,772,088	1,756,286

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GENERAL ADMINISTRAT.				
PERSONNEL OFFICE				
HUMAN RESOURCES				
0184-114-511.000	ADMIN SALARIES - FT	411,219	225,029	230,094
0184-114-511.500	PRO SALARIES - FT	0	214,474	230,401
0184-114-512.000	SUPPORT SALARIES - FT	358,192	387,959	388,748
0184-114-512.110	P.T. PROF TECH	4,034	0	0
0184-114-518.010	STUDENT EMPLOYEES	0	7,500	8,775
0184-114-519.021	PHONE STIPEND	600	600	1,200
0184-114-519.024	OVERTIME ALLOCATION	4,571	2,270	2,360
SUBTOTAL SALARIES		778,616	837,832	861,578
0184-114-521.000	EMPLOYEE BENEFITS	288,272	312,927	296,235
0184-114-521.005	EMPLOYEE ASSISTANCE	34,686	32,640	43,000
0184-114-532.000	CONTR SVC CONSULTANT	8,302	17,850	30,500
0184-114-539.000	CONT.SC-OTHER	3,500	8,772	0
0184-114-539.016	BACKGROUND CHECK	30,020	40,785	40,205
0184-114-541.000	OFFICE SUPPLIES	9,294	8,874	8,881
0184-114-541.096	SUPPLIES-EMPLOYEE REC PROGRAM	10,161	14,300	17,720
0184-114-542.010	PRNT XEROX CHRGS ALL	4,190	6,100	5,000
0184-114-546.000	PUBLICATIONS & DUES	5,982	11,665	14,510
0184-114-547.000	ADVERTISING	34,438	36,720	36,720
0184-114-549.984	SUPPLIES-JJCAA NEWLETTER	426	1,000	1,000
0184-114-551.000	TRAVEL & MEETINGS	4,547	7,140	8,290
0184-114-551.011	PROFESSIONAL DEVEL.	4,499	11,750	10,000
0184-114-554.000	TRAVEL-RECRUITMENT	4,330	10,550	10,550
0184-114-595.076	HR / WELLNESS	37,993	52,670	45,700
TOTAL	HUMAN RESOURCES	1,259,256	1,411,575	1,429,889
TOTAL	PERSONNEL OFFICE	1,259,256	1,411,575	1,429,889



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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
GENERAL ADMINISTRAT.				
RESOURCE DEVELOPMENT				
ALUMNI AFFAIRS				
0186-116-511.000	ADMIN SALARIES - FT	64,518	0	0
0186-116-511.500	PRO SALARIES - FT	0	66,861	68,367
0186-116-516.000	CLERICAL SALARIES - FT	0	0	41,122
0186-116-516.110	P.T. CLERICAL	24,120	26,474	0
		-----	-----	-----
	SUBTOTAL SALARIES	88,638	93,335	109,489
0186-116-521.000	EMPLOYEE BENEFITS	27,463	27,798	56,403
0186-116-532.000	CONTR SVC CONSULTANT	0	1,122	1,122
0186-116-534.000	CNTR SVC MNT & REPRS	0	408	408
0186-116-541.000	OFFICE SUPPLIES	3,904	6,008	6,008
0186-116-542.000	PRINTING	26,480	25,704	25,704
0186-116-542.010	PRNT XEROX CHRGS ALL	692	1,020	1,020
0186-116-546.000	PUBLICATIONS & DUES	1,304	2,387	2,387
0186-116-547.000	ADVERTISING	5,944	6,252	6,252
0186-116-551.000	TRAVEL & MEETINGS	6,407	7,298	7,298
		-----	-----	-----
	TOTAL ALUMNI AFFAIRS	160,832	171,332	216,091
GRANT OFFICE				
0186-118-511.500	PRO SALARIES - FT	0	153,715	157,176
0186-118-512.000	SUPPORT SALARIES - FT	141,364	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	141,364	153,715	157,176
0186-118-521.000	EMPLOYEE BENEFITS	38,705	39,510	39,515
0186-118-541.000	OFFICE SUPPLIES	146	357	357
0186-118-542.010	PRNT XEROX CHRGS ALL	645	102	1,102
0186-118-544.022	POSTAGE	9	102	102
0186-118-546.000	PUBLICATIONS & DUES	3,908	5,166	5,166
0186-118-551.000	TRAVEL & MEETINGS	1,314	3,453	2,453
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	TOTAL GRANT OFFICE	186,091	202,405	205,871

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
GENERAL ADMINISTRAT. RESOURCE DEVELOPMENT GRANT OFFICE				
TOTAL	RESOURCE DEVELOPMENT	346,923	373,737	421,962
CAMPUS ADMINISTRAT. PRINT SERVICES				
0188-118-512.000	SUPPORT SALARIES - FT	47,272	48,217	50,716
0188-118-516.000	CLERICAL SALARIES - FT	57,595	52,998	39,957
0188-118-518.010	STUDENT EMPLOYEES	0	8,086	9,460
		-----	-----	-----
SUBTOTAL	SALARIES	104,867	109,301	100,133
0188-118-521.000	EMPLOYEE BENEFITS	38,330	38,841	39,245
0188-118-534.000	CNTR SVC MNT & REPRS	0	5,228	5,228
0188-118-541.000	OFFICE SUPPLIES	37,935	51,495	51,495
0188-118-542.010	PRNT XEROX CHRGS ALL	233,202-	250,000-	250,000-
0188-118-551.000	TRAVEL & MEETINGS	0	732	732
0188-118-562.001	RNTL EQUIP REPRODUCT	235,696	248,395	248,395
		-----	-----	-----
TOTAL	PRINT SERVICES	183,626	203,992	195,228
TOTAL	CAMPUS ADMINISTRAT.	183,626	203,992	195,228
TOTAL	GENERAL ADMINISTRAT.	6,285,233	7,220,074	7,649,315
BOARD OF TRUSTEES BOARD OF TRUSTEES BOARD OF TRUSTEES				
0191-111-512.000	SUPPORT SALARIES - FT	500	500	500
		-----	-----	-----
SUBTOTAL	SALARIES	500	500	500
0191-111-521.000	EMPLOYEE BENEFITS	3	0	0
0191-111-535.000	LEGAL SERVICES	114,384	198,900	198,900
0191-111-541.000	OFFICE SUPPLIES	1,719	3,672	3,672

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT				
BOARD OF TRUSTEES				
BOARD OF TRUSTEES				
0191-111-542.010	PRNT XEROX CHRGS ALL	109	2,040	2,040
0191-111-546.000	PUBLICATIONS & DUES	72,148	76,545	76,545
0191-111-551.302	TRVL & MTGS M. BRODERICK	2,097	3,227	3,227
0191-111-551.303	TRVL & MTGS A. MORALES	2,668	3,227	3,227
0191-111-551.304	TRVL & MTGS P. DEITERS	170	0	0
0191-111-551.305	TRVL & MTG N. GARCIA	0	3,227	3,227
0191-111-551.306	TRVL & MTGS R. WUNDERLICH	2,273	3,227	3,227
0191-111-551.307	TRVL & MTGS STUDENT TRUSTEE	3,967	3,227	3,227
0191-111-551.308	OFFICER, TRUSTEE ORG	2,373	5,522	5,522
0191-111-551.324	OFFICER, NATIONAL TRUSTEE ORG	6,798	5,981	6,000
0191-111-551.326	TRVL & MTGS D. O'CONNELL	2,615	3,227	3,227
0191-111-551.328	TRVL & MTGS M. O'CONNELL	4,008	3,227	3,227
0191-111-551.329	TRVL & MTGS J. MAHALIK	2,333	3,227	3,227
0191-111-559.000	OTHR CONFR & MTNG EX	4,329	9,172	9,153
TOTAL BOARD OF TRUSTEES		222,494	328,148	328,148
TOTAL BOARD OF TRUSTEES		222,494	328,148	328,148
INSTITUT. EXPENSE				
INSTITUTIONAL EXP				
0192-112-519.000	SALARIES-OTHER	39,511	261,680	368,667
0192-112-519.022	RETIREEES/OTHER	327,838	180,000	300,000
SUBTOTAL SALARIES		367,349	441,680	668,667
0192-112-521.000	EMPLOYEE BENEFITS	31,555	160,000	50,000
0192-112-527.000	F.I.C.A.	56,759	88,000	88,000
0192-112-529.000	OTHR EMPLOY BENEFITS	866,950	936,000	936,000
0192-112-532.000	CONTR SVC CONSULTANT	0	10,000	10,000
0192-112-565.010	INSURANCE REPLACEMNT	50	26,417	28,822
0192-112-575.000	TELEPHONE	0	3,000	3,000
0192-112-590.014	TUITION WAIVERS	229,177	250,000	250,000

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INSTITUT. SUPPORT				
INSTITUT. EXPENSE				
INSTITUTIONAL EXP				
0192-112-590.528	NON TUITION DUAL CREDIT	2,655,387	2,585,000	2,585,000
0192-112-590.535	TUITION WAIVER-LEGACY	7,095	40,000	40,000
0192-112-590.539	DUAL CREDIT SCHOLARSHIP	0	100,000	100,000
0192-112-594.000	FIN CHRGS & ADJSTMTS	100	6,500	6,500
0192-112-594.001	BANK CHARGES	16,482	25,000	25,000
0192-112-594.418	CRDIT CARD CHRGS	165,548	230,000	230,000
0192-112-594.419	FACTS CHARGES	93,649	145,000	75,000
0192-112-710.003	TRNS BLDG&MAINT REST	7,700,000	0	0
0192-112-710.005	TRANS TO AUX FUND	352,614	284,850	313,250
0192-112-710.006	TRANSFER TO R.P.	491,582	544,286	518,650
TOTAL INSTITUTIONAL EXP		13,034,297	5,875,733	5,927,889
PROFESSIONAL DEVELOPMENT				
0192-113-532.000	CONTR SVC CONSULTANT	12,957	10,260	11,000
0192-113-541.000	OFFICE SUPPLIES	0	204	204
0192-113-542.010	PRNT XEROX CHRGS ALL	0	306	306
0192-113-546.000	PUBLICATIONS & DUES	149	1,553	1,643
0192-113-551.000	TRAVEL & MEETINGS	657	1,020	2,000
0192-113-551.002	TRAVEL/PRESENTER	52	1,300	1,000
0192-113-551.011	PROFESSIONAL DEVEL.	13,573	24,075	22,565
TOTAL PROFESSIONAL DEVELOPMENT		27,388	38,718	38,718
TOTAL INSTITUT. EXPENSE		13,061,685	5,914,451	5,966,607
CAMPUS SERVICES				
MAIL CENTER				
0193-112-512.110	P.T. PROF TECH	36,746	44,744	45,458
0193-112-516.000	CLERICAL SALARIES - FT	51,397	52,936	54,517
0193-112-519.024	OVERTIME ALLOCATION	24	0	0
SUBTOTAL SALARIES		88,167	97,680	99,975

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EDUCATION FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT CAMPUS SERVICES				
MAIL CENTER				
0193-112-521.000	EMPLOYEE BENEFITS	10,991	11,264	11,268
0193-112-534.000	CNTR SVC MNT & REPRS	4,992	7,392	7,392
0193-112-541.000	OFFICE SUPPLIES	1,660	3,570	5,755
0193-112-541.043	INVENTORY COST RECOVERY	1,158-	0	0
0193-112-542.010	PRNT XEROX CHRGS ALL	25	92	92
0193-112-544.022	POSTAGE	54,188	175,504	173,004
0193-112-551.000	TRAVEL & MEETINGS	2,851	1,530	1,845
0193-112-562.000	RENTAL-EQUIPMENT	13,370	12,738	12,738
0193-112-587.000	EQUIPMENT-SERVICE	25,042	0	0
TOTAL MAIL CENTER		200,128	309,770	312,069
TOTAL CAMPUS SERVICES		200,128	309,770	312,069
INSTITUT. RESEARCH INSTI EFFECTIVENESS & RESEARCH				
0194-114-511.000	ADMIN SALARIES - FT	193,623	201,745	208,539
0194-114-512.000	SUPPORT SALARIES - FT	134,537	137,004	142,484
SUBTOTAL SALARIES		328,160	338,749	351,023
0194-114-521.000	EMPLOYEE BENEFITS	75,222	68,758	85,065
0194-114-539.000	CONT.SC-OTHER	32,070	39,850	39,850
0194-114-541.000	OFFICE SUPPLIES	198	1,946	1,946
0194-114-542.010	PRNT XEROX CHRGS ALL	138	675	675
0194-114-551.000	TRAVEL & MEETINGS	1,133	8,594	8,594
0194-114-551.011	PROFESSIONAL DEVEL.	300	700	700
TOTAL INSTI EFFECTIVENESS & RESEARCH		437,221	459,272	487,853
TOTAL INSTITUT. RESEARCH		437,221	459,272	487,853

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INSTITUT. SUPPORT				
DATA PROCESSING				
INFORMATION TECHNOLOGY				
0195-115-511.000	ADMIN SALARIES - FT	444,969	486,851	597,786
0195-115-511.500	PRO SALARIES - FT	0	164,861	162,868
0195-115-512.000	SUPPORT SALARIES - FT	1,486,091	1,465,642	1,521,977
0195-115-518.010	STUDENT EMPLOYEES	33,754	54,951	64,292
0195-115-519.021	PHONE STIPEND	2,728	3,060	2,340
0195-115-519.024	OVERTIME ALLOCATION	12,602	12,460	13,000
SUBTOTAL SALARIES		1,980,144	2,187,825	2,362,263
0195-115-521.000	EMPLOYEE BENEFITS	649,336	695,148	716,504
0195-115-532.000	CONTR SVC CONSULTANT	277,493	230,099	351,860
0195-115-534.000	CNTR SVC MNT & REPRS	231,835	421,186	299,425
0195-115-534.010	MICROCOMPUTER REPAIR	22,819	22,440	22,440
0195-115-541.000	OFFICE SUPPLIES	7,159	6,834	6,834
0195-115-541.014	OFFICE SUPPLIES/COMPUTER	7,776	7,808	7,808
0195-115-542.010	PRNT XEROX CHRGS ALL	947	1,905	1,905
0195-115-544.018	COMPUTER SOFTWARE	895,786	1,116,790	1,116,790
0195-115-546.000	PUBLICATIONS & DUES	6,788	8,547	8,547
0195-115-551.000	TRAVEL & MEETINGS	1,620	9,180	9,180
0195-115-551.011	PROFESSIONAL DEVEL.	48,541	75,408	75,408
0195-115-553.005	TRAVEL-COLLEAGUE TRAINING	13,438	36,077	36,077
TOTAL INFORMATION TECHNOLOGY		4,143,682	4,819,247	5,015,041
TOTAL DATA PROCESSING		4,143,682	4,819,247	5,015,041
NON-OPERATING				
NON-OPERATING				
0197-117-592.002	DEFERRED PAYMENTS	263,066	400,000	400,000
TOTAL NON-OPERATING		263,066	400,000	400,000
TOTAL NON-OPERATING		263,066	400,000	400,000

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		EDUCATION FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT OTHER CONTINGENCY 0199-199-600.000	CONTINGENCY		0	1,500,000	500,000
	TOTAL	CONTINGENCY	0	1,500,000	500,000
	TOTAL	OTHER	0	1,500,000	500,000
	TOTAL	INSTITUT. SUPPORT	18,328,276	13,730,888	13,009,718
	TOTAL	EDUCATION FUND	77,882,781	78,894,469	80,095,520

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		OPERAT. & MAINT FUND REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES					
0200-000-411.000		CURRENT TAXES	18,341,350	18,900,000	19,250,000
0200-000-412.000		BACK TAXES	299,817	100,000	100,000
	TOTAL	LOCAL GOVT SOURCES	18,641,167	19,000,000	19,350,000
SALES & SERVICE FEES					
0200-000-450.000		SALES & SERVICE FEES	163	0	0
	TOTAL	SALES & SERVICE FEES	163	0	0
FACILITIES REVENUE					
0200-000-461.000		BUILDING RENTALS	132,028	85,000	85,000
	TOTAL	FACILITIES REVENUE	132,028	85,000	85,000
OTHER REVENUES					
0200-000-499.000		OTHER REVENUE	5,067	0	0
	TOTAL	OTHER REVENUES	5,067	0	0
	TOTAL	OPERAT. & MAINT FUND	18,778,425	19,085,000	19,435,000



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		OPERAT. & MAINT FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT.					
MAINTENANCE					
MAINTENANCE					
0271-201-511.500	PRO SALARIES - FT	0	90,000	92,270	
0271-201-512.000	SUPPORT SALARIES - FT	87,615	0	0	
0271-201-517.000	SERVICE STAFF - FT	808,014	951,687	1,305,187	
0271-201-519.024	OVERTIME ALLOCATION	26,107	36,700	72,100	
		-----	-----	-----	
	SUBTOTAL SALARIES	921,736	1,078,387	1,469,557	
0271-201-521.000	EMPLOYEE BENEFITS	317,084	358,072	473,825	
0271-201-534.000	CNTR SVC MNT & REPRS	257,318	277,291	522,604	
0271-201-541.056	SUPPLIES/SMALL TOOLS	0	8,976	8,976	
0271-201-543.203	SERVICE SUPPLIES	222,484	193,045	405,732	
0271-201-543.801	SUPPLIES-UNIFORMS	6,018	8,624	8,624	
0271-201-551.011	PROFESSIONAL DEVEL.	3,645	6,168	6,168	
0271-201-562.000	RENTAL-EQUIPMENT	1,747	1,047	1,047	
		-----	-----	-----	
	TOTAL MAINTENANCE	1,730,032	1,931,610	2,896,533	
	TOTAL MAINTENANCE	1,730,032	1,931,610	2,896,533	
CUSTODIAL					
CUSTODIAL					
0272-202-511.500	PRO SALARIES - FT	0	81,462	83,296	
0272-202-512.000	SUPPORT SALARIES - FT	135,732	67,038	68,547	
0272-202-516.110	P.T. CLERICAL	22,035	23,374	24,921	
0272-202-517.000	SERVICE STAFF - FT	1,663,267	1,931,848	2,068,670	
0272-202-517.110	SAL SERVICE/PART-TIME	278,020	338,396	366,044	
0272-202-519.024	OVERTIME ALLOCATION	76,243	80,000	83,200	
		-----	-----	-----	
	SUBTOTAL SALARIES	2,175,297	2,522,118	2,694,678	
0272-202-521.000	EMPLOYEE BENEFITS	760,082	968,130	892,370	
0272-202-534.000	CNTR SVC MNT & REPRS	5,606	10,200	10,200	
0272-202-539.000	CONT.SC-OTHER	57,830	87,341	87,341	

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		OPERAT. & MAINT FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT.					
CUSTODIAL					
CUSTODIAL					
0272-202-543.203	SERVICE SUPPLIES	128,428	227,625	211,625	
0272-202-543.218	SMALL EQUIPMENT SUPPLIES	14,651	22,300	38,300	
0272-202-543.801	SUPPLIES-UNIFORMS	20,873	25,780	25,780	
0272-202-551.011	PROFESSIONAL DEVEL.	15,525	21,500	21,500	
		-----	-----	-----	
TOTAL	CUSTODIAL	3,178,292	3,884,994	3,981,794	
TOTAL	CUSTODIAL	3,178,292	3,884,994	3,981,794	
ROADS & GROUNDS					
0273-203-511.000	ADMIN SALARIES - FT	95,735	0	0	
0273-203-511.500	PRO SALARIES - FT	0	103,843	106,180	
0273-203-517.000	SERVICE STAFF - FT	595,673	615,181	645,362	
0273-203-517.110	SAL SERVICE/PART-TIME	98,470	112,960	123,040	
0273-203-518.010	STUDENT EMPLOYEES	46,576	151,513	177,270	
0273-203-519.024	OVERTIME ALLOCATION	81,296	50,000	52,000	
		-----	-----	-----	
SUBTOTAL	SALARIES	917,750	1,033,497	1,103,852	
0273-203-521.000	EMPLOYEE BENEFITS	214,771	218,606	218,837	
0273-203-534.000	CNTR SVC MNT & REPRS	77,140	103,371	103,371	
0273-203-541.055	VEHICLE EXPENSE	13,154	15,074	15,074	
0273-203-543.203	SERVICE SUPPLIES	102,102	97,988	97,988	
0273-203-543.233	SPPLIES CMPUS USE CO	19,433	20,268	20,268	
0273-203-543.801	SUPPLIES-UNIFORMS	5,002	9,295	9,295	
0273-203-551.011	PROFESSIONAL DEVEL.	2,794	5,350	5,350	
0273-203-562.000	RENTAL-EQUIPMENT	2,550	2,898	2,898	
0273-203-587.000	EQUIPMENT-SERVICE	33,782	52,500	48,000	
		-----	-----	-----	
TOTAL	ROADS & GROUNDS	1,388,478	1,558,847	1,624,933	
TOTAL	GROUNDS	1,388,478	1,558,847	1,624,933	

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OPERAT. & MAINT FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT.				
CAMPUS SECURITY				
CAMPUS POLICE				
0274-204-511.000	ADMIN SALARIES - FT	190,331	114,227	116,799
0274-204-511.500	PRO SALARIES - FT	0	95,269	97,413
0274-204-512.000	SUPPORT SALARIES - FT	149,226	156,001	164,577
0274-204-512.110	P.T. PROF TECH	359,583	419,037	428,484
0274-204-516.000	CLERICAL SALARIES - FT	268,273	281,299	290,243
0274-204-516.110	P.T. CLERICAL	48,009	65,628	66,570
0274-204-517.000	SERVICE STAFF - FT	854,406	872,248	901,161
0274-204-518.010	STUDENT EMPLOYEES	36,059	36,771	43,022
0274-204-519.021	PHONE STIPEND	2,100	2,100	2,100
0274-204-519.024	OVERTIME ALLOCATION	122,378	112,500	117,000
0274-204-519.033	UNIFORM ALLOWANCE	21,725	20,625	30,625
SUBTOTAL SALARIES		2,052,090	2,175,705	2,257,994
0274-204-521.000	EMPLOYEE BENEFITS	590,885	598,890	604,085
0274-204-534.000	CNTR SVC MNT & REPRS	38,549	44,125	33,866
0274-204-539.000	CONT.SC-OTHER	1,680	2,668	2,668
0274-204-541.000	OFFICE SUPPLIES	424	763	763
0274-204-541.055	VEHICLE EXPENSE	14,356	19,098	19,098
0274-204-541.057	RANGE TRAINING SUPPL & ARMING	2,888	3,392	3,392
0274-204-543.203	SERVICE SUPPLIES	22,836	13,957	13,957
0274-204-543.801	SUPPLIES-UNIFORMS	11,950	14,306	14,306
0274-204-546.000	PUBLICATIONS & DUES	3,113	3,233	3,233
0274-204-551.000	TRAVEL & MEETINGS	755	1,106	1,106
0274-204-551.011	PROFESSIONAL DEVEL.	12,475	16,533	16,533
0274-204-575.005	TELEPHONE-NEXTEL	1,182	1,600	2,600
0274-204-587.000	EQUIPMENT-SERVICE	0	65,082	0
TOTAL CAMPUS POLICE		2,753,183	2,960,458	2,973,601
TOTAL CAMPUS SECURITY		2,753,183	2,960,458	2,973,601

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OPERAT. & MAINT FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT.				
TRANSPORTATION				
TRANSPORTATION				
0275-205-541.051	VEHICLE EXPENSE REIMBURSEMENT	28,910-	30,000-	30,000-
0275-205-541.055	VEHICLE EXPENSE	75,479	120,000	120,000
		-----	-----	-----
TOTAL	TRANSPORTATION	46,569	90,000	90,000
TOTAL	TRANSPORTATION	46,569	90,000	90,000
PLANT UTILITIES				
PLANT UTILITIES				
0276-206-517.000	SERVICE STAFF - FT	228,925	299,853	0
0276-206-519.024	OVERTIME ALLOCATION	24,404	32,700	0
		-----	-----	-----
SUBTOTAL	SALARIES	253,329	332,553	0
0276-206-521.000	EMPLOYEE BENEFITS	56,959	78,450	0
0276-206-534.000	CNTR SVC MNT & REPRS	211,186	229,054	0
0276-206-543.206	SPPLS-PLNT UTILITIES	188,010	212,687	0
0276-206-571.000	GAS	339,841	547,740	547,740
0276-206-573.000	ELECTRICITY	1,467,877	1,719,107	1,719,107
0276-206-574.000	SEWAGE - WATER	177,268	306,146	306,146
0276-206-576.000	REFUSE DISPOSAL	48,248	48,960	48,960
		-----	-----	-----
TOTAL	PLANT UTILITIES	2,742,718	3,474,697	2,621,953
TOTAL	PLANT UTILITIES	2,742,718	3,474,697	2,621,953
ADMINISTRATION				
ADMINISTRATION				
0278-208-511.000	ADMIN SALARIES - FT	383,664	232,551	128,479
0278-208-511.500	PRO SALARIES - FT	0	180,739	184,807
0278-208-512.000	SUPPORT SALARIES - FT	118,993	121,373	126,227
0278-208-512.110	P.T. PROF TECH	21,071	24,635	25,623
0278-208-516.000	CLERICAL SALARIES - FT	46,925	48,339	50,419
0278-208-516.110	P.T. CLERICAL	22,190	22,020	24,192

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OPERAT. & MAINT FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT. ADMINISTRATION ADMINISTRATION				
0278-208-519.021	PHONE STIPEND	4,971	5,040	4,200
0278-208-519.024	OVERTIME ALLOCATION	167	6,700	6,900
SUBTOTAL SALARIES		597,981	641,397	550,847
0278-208-521.000	EMPLOYEE BENEFITS	181,303	185,114	167,700
0278-208-534.000	CNTR SVC MNT & REPRS	4,139	4,506	4,506
0278-208-541.000	OFFICE SUPPLIES	8,390	7,863	7,863
0278-208-546.000	PUBLICATIONS & DUES	1,047	3,060	3,060
0278-208-551.000	TRAVEL & MEETINGS	10,292	14,836	14,836
TOTAL	ADMINISTRATION	803,152	856,776	748,812
TOTAL	ADMINISTRATION	803,152	856,776	748,812
OTHER ENVIRONMENTAL HEALTH & SAFETY				
0279-109-511.000	ADMIN SALARIES - FT	77,428	0	0
0279-109-511.500	PRO SALARIES - FT	0	82,381	76,400
0279-109-511.510	PRO SALARIES - PT	0	35,140	36,610
0279-109-512.110	P.T. PROF TECH	35,069	0	0
0279-109-519.017	STAFF TRAINING/WORKSHOP	1,100	1,000	1,000
SUBTOTAL SALARIES		113,597	118,521	114,010
0279-109-521.000	EMPLOYEE BENEFITS	27,555	27,975	29,032
0279-109-532.000	CONTR SVC CONSULTANT	28,709	30,085	30,085
0279-109-541.000	OFFICE SUPPLIES	141	1,020	1,020
0279-109-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	1,255	5,770	5,770
0279-109-541.030	SUPPLIES - SAFETY	3,019	7,302	7,302
0279-109-546.000	PUBLICATIONS & DUES	129	816	816
0279-109-551.000	TRAVEL & MEETINGS	274	2,052	2,052
TOTAL	ENVIRONMENTAL HEALTH & SAFETY	174,679	193,541	190,087

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OPERAT. & MAINT FUND  
EXPENSES2018-19  
ACTUAL2019-20  
BUDGET2020-21  
BUDGETOPERATION & MAINT.  
OTHER  
ENVIRONMENTAL HEALTH & SAFETY

TOTAL	OTHER	174,679	193,541	190,087
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TOTAL	OPERATION & MAINT.	12,817,103	14,950,923	15,127,713
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INSTITUT. EXPENSE  
INSTITUT. EXPENSE  
INSTITUTIONAL EXP

0292-209-542.010	PRNT XEROX CHRGS ALL	11	1,000	1,000
0292-209-551.011	PROFESSIONAL DEVEL.	3,049	4,973	4,973
0292-209-565.010	INSURANCE REPLACEMNT	2,402-	13,118	21,855
0292-209-584.000	CAP OUTL.-BLDG REMOD	30,987	20,000	200,000
0292-209-587.000	EQUIPMENT-SERVICE	0	130,000	0
0292-209-590.000	OTHER EXPENDITURES	7,670	8,000	9,000
0292-209-710.003	TRNS BLDG&MAINT REST	5,275,000	3,075,000	3,175,000

TOTAL	INSTITUTIONAL EXP	5,314,315	3,252,091	3,411,828
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TOTAL	INSTITUT. EXPENSE	5,314,315	3,252,091	3,411,828
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CAMPUS SERVICES  
RECEIVING

0293-113-517.000	SERVICE STAFF - FT	125,405	131,352	138,403
0293-113-517.110	SAL SERVICE/PART-TIME	16,384	19,768	21,532
0293-113-518.010	STUDENT EMPLOYEES	13,740	26,677	31,212
0293-113-519.024	OVERTIME ALLOCATION	0	1,800	1,875

SUBTOTAL	SALARIES	155,529	179,597	193,022
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0293-113-521.000	EMPLOYEE BENEFITS	25,471	23,485	23,533
0293-113-534.000	CNTR SVC MNT & REPRS	1,007	1,632	1,632
0293-113-541.000	OFFICE SUPPLIES	1,242	2,244	2,244
0293-113-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	0	1,358	1,358
0293-113-543.801	SUPPLIES-UNIFORMS	990	1,740	1,740

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		OPERAT. & MAINT FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT					
CAMPUS SERVICES					
RECEIVING					
0293-113-551.000	TRAVEL & MEETINGS		581	714	714
			-----	-----	-----
TOTAL	RECEIVING		184,820	210,770	224,243
TELECOMMUNICATIONS					
0293-114-575.000	TELEPHONE		137,469	137,982	137,982
0293-114-575.003	TELEPHONE CABLING		15,677	20,000	20,000
0293-114-575.004	TELEPHONE MAINTENANCE		79,234	88,234	111,234
0293-114-575.006	INTERNET DATA CIRCUIT		168,612	225,000	202,000
			-----	-----	-----
TOTAL	TELECOMMUNICATIONS		400,992	471,216	471,216
TOTAL	CAMPUS SERVICES		585,812	681,986	695,459
OTHER					
CONTINGENCY					
0299-199-600.000	CONTINGENCY		0	200,000	200,000
			-----	-----	-----
TOTAL	CONTINGENCY		0	200,000	200,000
TOTAL	OTHER		0	200,000	200,000
TOTAL	INSTITUT. SUPPORT		5,900,127	4,134,077	4,307,287
TOTAL	OPERAT. & MAINT FUND		18,717,230	19,085,000	19,435,000

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OPER & MAINT RESTRCT REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES				
0392-319-411.000	CURRENT TAXES	1,027,182	0	0
0392-320-411.000	CURRENT TAXES	0	1,040,000	0
0392-321-411.000	CURRENT TAXES	0	0	1,040,000
0392-319-412.000	BACK TAXES	17,385	0	0
		-----	-----	-----
TOTAL	LOCAL GOVT SOURCES	1,044,567	1,040,000	1,040,000
STATE GOVT SOURCES				
0319-973-421.046	ICCB CAPTIAL RENEWAL GRANT	111,467	16,100,000	19,800,000
		-----	-----	-----
TOTAL	STATE GOVT SOURCES	111,467	16,100,000	19,800,000
STUDENT TUITION/FEES				
0300-000-442.050	CAPITAL ASSESSMENT FEE	5,025,570	5,030,000	4,914,000
		-----	-----	-----
TOTAL	STUDENT TUITION/FEES	5,025,570	5,030,000	4,914,000
INTEREST ON INVSTMNT				
0300-000-470.000	INTEREST ON INVSTMNT	41,224	0	0
		-----	-----	-----
TOTAL	INTEREST ON INVSTMNT	41,224	0	0
OTHER REVENUES				
0300-000-499.000	OTHER REVENUE	477,191	150,000	175,000
0371-314-499.000	OTHER REVENUE	47,726	0	0
		-----	-----	-----
TOTAL	OTHER REVENUES	524,917	150,000	175,000
TRANS FROM OTHER FUNDS				
0392-400-720.001	TRANS FROM ED FUND	7,700,000	0	0
0392-400-720.002	TRANS FRM OP,BLD,MN	5,275,000	3,075,000	3,175,000
		-----	-----	-----
TOTAL	TRANS FROM OTHER FUNDS	12,975,000	3,075,000	3,175,000
TOTAL	OPER & MAINT RESTRCT	19,722,745	25,395,000	29,104,000



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		OPER & MAINT RESTRCT EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
GENERAL					
GENERAL					
GENERAL					
0300-000-710.004	TRANSFER TO B & I		6,605,470	6,638,588	6,668,188
			-----	-----	-----
TOTAL	GENERAL		6,605,470	6,638,588	6,668,188
TOTAL	GENERAL		6,605,470	6,638,588	6,668,188
TOTAL	GENERAL		6,605,470	6,638,588	6,668,188
OTHER					
OTHER					
ICCB CAPITAL RENEWAL GRANT					
0319-973-584.000	CAP OUTL.-BLDG REMOD		111,467	16,100,000	19,800,000
			-----	-----	-----
TOTAL	ICCB CAPITAL RENEWAL GRANT		111,467	16,100,000	19,800,000
TOTAL	OTHER		111,467	16,100,000	19,800,000
TOTAL	INSTRUCTION		111,467	16,100,000	19,800,000
MAINTENANCE					
MAINTENANCE					
EXTERIOR WALL SYSTEMS					
0371-301-534.000	CNTR SVC MNT & REPRS		25,236	150,000	235,000
			-----	-----	-----
TOTAL	EXTERIOR WALL SYSTEMS		25,236	150,000	235,000
CONVEYING SYSTEMS					
0371-302-534.000	CNTR SVC MNT & REPRS		0	208,000	8,000
			-----	-----	-----
TOTAL	CONVEYING SYSTEMS		0	208,000	8,000
HEATING SYSTEMS					
0371-303-534.000	CNTR SVC MNT & REPRS		114,290	175,000	228,000
			-----	-----	-----
TOTAL	HEATING SYSTEMS		114,290	175,000	228,000

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		OPER & MAINT RESTRCT EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT. MAINTENANCE					
ELECTRICAL SYSTEMS					
0371-304-534.000		CNTR SVC MNT & REPRS	105,097	15,000	10,000
	TOTAL	ELECTRICAL SYSTEMS	105,097	15,000	10,000
COOLING SYSTEMS					
0371-305-534.000		CNTR SVC MNT & REPRS	529,882	1,035,000	136,000
	TOTAL	COOLING SYSTEMS	529,882	1,035,000	136,000
ROOFING SYSTEMS					
0371-306-534.000		CNTR SVC MNT & REPRS	0	338,000	770,000
	TOTAL	ROOFING SYSTEMS	0	338,000	770,000
INTERIOR SYSTEMS					
0371-307-534.000		CNTR SVC MNT & REPRS	295,271	685,000	692,000
	TOTAL	INTERIOR SYSTEMS	295,271	685,000	692,000
ELECTRICAL LIGHTING					
0371-308-534.000		CNTR SVC MNT & REPRS	6,787	55,000	97,000
	TOTAL	ELECTRICAL LIGHTING	6,787	55,000	97,000
PLUMBING SYSTEMS					
0371-310-534.000		CNTR SVC MNT & REPRS	6,865	110,000	10,000
	TOTAL	PLUMBING SYSTEMS	6,865	110,000	10,000
SPECIALTY SYSTEMS					
0371-311-534.000		CNTR SVC MNT & REPRS	41,825	287,000	145,000
	TOTAL	SPECIALTY SYSTEMS	41,825	287,000	145,000
SITE WORK					
0371-312-534.000		CNTR SVC MNT & REPRS	155,485	421,000	610,000
	TOTAL	SITE WORK	155,485	421,000	610,000

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		OPER & MAINT RESTRCT EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT. MAINTENANCE					
ENERGY EFFICIENCY PROJECTS					
0371-314-534.000	CNTR SVC MNT & REPRS		0	0	100,000
		-----	-----	-----	-----
TOTAL	ENERGY EFFICIENCY PROJECTS		0	0	100,000
TOTAL	MAINTENANCE		1,280,738	3,479,000	3,041,000
TOTAL	OPERATION & MAINT.		1,280,738	3,479,000	3,041,000
INSTITUT. EXPENSE					
INSTITUT. EXPENSE					
FYx6 LIFE SAFETY PROJECT					
0392-316-532.000	CONTR SVC CONSULTANT		23,698	0	0
		-----	-----	-----	-----
TOTAL	FYx6 LIFE SAFETY PROJECT		23,698	0	0
FYx7 LIFE SAFETY PROJECT					
0392-317-584.000	CAP OUTL.-BLDG REMOD		15,498	0	0
		-----	-----	-----	-----
TOTAL	FYx7 LIFE SAFETY PROJECT		15,498	0	0
FYx8 LIFE SAFETY PROJECT					
0392-318-584.000	CAP OUTL.-BLDG REMOD		96,604	0	0
		-----	-----	-----	-----
TOTAL	FYx8 LIFE SAFETY PROJECT		96,604	0	0
FYx9 LIFE SAFETY PROJECT					
0392-319-584.000	CAP OUTL.-BLDG REMOD		1,457,727	0	0
		-----	-----	-----	-----
TOTAL	FYx9 LIFE SAFETY PROJECT		1,457,727	0	0
FYx0 LIFE SAFETY PROJECT					
0392-320-584.000	CAP OUTL.-BLDG REMOD		0	1,040,000	182,000
		-----	-----	-----	-----
TOTAL	FYx0 LIFE SAFETY PROJECT		0	1,040,000	182,000

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		OPER & MAINT RESTRCT EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT					
INSTITUT. EXPENSE					
FYx1 LIFE SAFETY PROJECT					
0392-321-534.000	CNTR SVC MNT & REPRS	0	0	1,040,000	
		-----	-----	-----	
TOTAL	FYx1 LIFE SAFETY PROJECT	0	0	1,040,000	
MAJOR MAINT./MOD.					
0392-400-534.000	CNTR SVC MNT & REPRS	228,614	615,000	270,000	
0392-400-544.030	REPAIR MATERIALS & SUPPLIES	0	450,000	102,812	
0392-400-582.000	SITE IMPROVEMENT	375,495	5,031,000	10,000,000	
0392-400-583.000	NEW BLDGS/ADDITIONS	0	9,000,000	10,000,000	
		-----	-----	-----	
TOTAL	MAJOR MAINT./MOD.	604,109	15,096,000	20,372,812	
TOTAL	INSTITUT. EXPENSE	2,197,636	16,136,000	21,594,812	
TOTAL	INSTITUT. SUPPORT	2,197,636	16,136,000	21,594,812	
TOTAL	OPER & MAINT RESTRCT	10,195,311	42,353,588	51,104,000	

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		BOND & INTEREST FUND REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES					
0479-009-411.000		CURRENT TAXES	7,082,675	7,555,000	7,531,750
0479-009-412.000		BACK TAXES	110,389	0	0
	TOTAL	LOCAL GOVT SOURCES	7,193,064	7,555,000	7,531,750
FED GOVT SOURCES					
0479-009-439.000		OTHER FED. GOVT	1,512,053	1,429,040	0
	TOTAL	FED GOVT SOURCES	1,512,053	1,429,040	0
TRANS FROM OTHER FUNDS					
0479-008-720.003		TRANS IN / O&M REST	4,282,870	4,315,463	4,345,063
0479-013-720.003		TRANS IN / O&M REST	2,322,600	2,323,125	2,323,125
	TOTAL	TRANS FROM OTHER FUNDS	6,605,470	6,638,588	6,668,188
	TOTAL	BOND & INTEREST FUND	15,310,587	15,622,628	14,199,938

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BOND & INTEREST FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OPERATION & MAINT.				
OTHER				
2008 BOND PROJECTS				
0479-008-563.000	DEBT PRINC RETIREMNT	2,570,000	2,620,000	2,775,000
0479-008-564.000	INTEREST	1,765,947	1,693,963	1,568,563
0479-008-594.002	BANK FEES	1,425	1,500	1,500
		-----	-----	-----
TOTAL	2008 BOND PROJECTS	4,337,372	4,315,463	4,345,063
REFERENDUM BOND PROJECTS				
0479-009-563.000	DEBT PRINC RETIREMNT	3,650,000	4,110,000	4,975,000
0479-009-564.000	INTEREST	4,605,705	4,404,513	2,381,125
0479-009-594.002	BANK FEES	400	1,000	1,000
		-----	-----	-----
TOTAL	REFERENDUM BOND PROJECTS	8,256,105	8,515,513	7,357,125
2013 BOND PROJECTS				
0479-013-564.000	INTEREST	2,322,125	2,322,125	2,322,125
0479-013-594.002	BANK FEES	475	1,000	1,000
		-----	-----	-----
TOTAL	2013 BOND PROJECTS	2,322,600	2,323,125	2,323,125
TOTAL	OTHER	14,916,077	15,154,101	14,025,313
TOTAL	OPERATION & MAINT.	14,916,077	15,154,101	14,025,313
TOTAL	BOND & INTEREST FUND	14,916,077	15,154,101	14,025,313

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AUX. ENTERPRISES REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT TUITION/FEES				
0517-933-442.037	HEALTH CARE CONT. ED	44,618	92,845	40,000
0593-204-442.039	FINGERPRINT CHECK	11,195	3,000	3,000
0563-009-442.051	ART MATERIALS FEES	2,840	2,500	2,500
0563-023-442.051	ART MATERIALS FEES	1,266	2,290	2,290
0510-009-442.052	COURSE FEES	10,867	11,000	12,000
0510-501-442.052	COURSE FEES	44,463	45,000	44,000
0510-502-442.052	COURSE FEES	74,105	75,000	90,000
0510-503-442.052	COURSE FEES	34,583	35,000	45,000
0510-504-442.052	COURSE FEES	61,740	66,000	0
0510-505-442.052	COURSE FEES	18,774	19,000	18,000
0510-508-442.052	COURSE FEES	38,535	39,000	38,000
0510-509-442.052	COURSE FEES	242,075	245,000	240,000
0510-514-442.052	COURSE FEES	28,654	29,000	29,000
0510-515-442.052	COURSE FEES	207,494	210,000	232,000
0510-516-442.052	COURSE FEES	339,894	285,000	280,000
0510-517-442.052	COURSE FEES	144,258	146,000	196,000
0510-518-442.052	COURSE FEES	23,713	30,000	30,000
0510-519-442.052	COURSE FEES	12,257	35,000	30,000
0510-525-442.052	COURSE FEES	88,445	90,000	108,000
0521-102-442.052	COURSE FEES	38,535	39,000	39,000
0523-105-442.052	COURSE FEES	638,105	695,000	695,000
0539-311-442.052	COURSE FEES	9,881	10,000	0
0595-116-442.058	TECHNOLOGY FEE	1,850,613	2,320,000	2,350,000
0523-104-442.081	CLEP TESTING FEES	2,860	3,000	3,000
0523-104-442.082	PROCTORING FEES	4,901	6,000	4,000
0523-104-442.083	TEAS PREP	1,450	2,000	2,000
0523-104-442.084	PLACEMENT SCORE REPORT	532	500	300
0523-104-442.085	PROMETRIC TESTING FEES	1,329	1,200	1,000
0523-104-442.086	ATI TESTING FEES TEAS & PN COM	5,890	5,000	5,000
0523-104-442.087	PEARSON VUE TESTING FEES	32,215	40,000	40,000
0523-104-442.088	INNOVATIVE EXAMS FEES	1,692	2,000	3,000
0523-104-442.089	PLACEMENT REMOTE TESTING	1,850	1,500	1,500
0523-104-442.092	PN COMP PREDICT	9,953	8,000	6,000
0523-104-442.093	ISP MERIT BOARD TESTING FEES	750	500	500

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AUX. ENTERPRISES REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT TUITION/FEES				
0523-104-442.096	HiSET FEES	3,768	5,000	2,000
0523-104-442.097	CERTIPORT FEES	75	100	0
0523-104-442.099	CNA FEES	16,830	18,000	18,000
0517-912-442.256	PS-1 FEES, SEMINARS	385,801	300,000	325,000
0541-104-442.256	PS-1 FEES, SEMINARS	0	256,000	268,000
0517-913-442.260	LIFELONG LEARNING	329,422	265,000	280,000
0517-943-442.264	WS-3 FEES, WORKFORCE DEVELOPME	39,369	38,456	39,640
0517-911-442.272	ASSESSMENT	142,425	30,000	50,000
0517-914-442.275	CDL TRAINING FEES	211,735	365,768	365,768
0517-911-442.277	CONTRACT TRAINING FEES	489,335	443,000	443,000
0517-933-442.280	CPR FEES	22,824	34,363	25,000
0517-933-442.281	EXAM FEES	1,810	1,000	1,000
0517-933-442.282	CNA INSTRUCTOR SEMINAR FEES	17,484	15,000	14,000
0517-911-442.294	TRAFFIC SCHOOL	237,287	420,000	0
0517-915-442.300	ON-LINE SHORT-TERM TRNG FEE	20,305	56,000	56,770
0510-009-442.507	FEE POLICE TESTING	128,535	109,700	110,750
0510-009-442.508	PERSONAL TRAINERS	3,375	0	0
0517-943-442.660	TESTING CENTER	0	1,184	0
0517-952-442.660	TESTING CENTER	845	2,900	2,900
0565-400-443.000	STUDENT SERVICE FEE	957,252	961,428	936,000
TOTAL		7,038,809	7,917,234	7,527,918
SALES & SERVICE FEES				
0561-021-450.000	SALES & SERVICE FEES	1,133	2,200	1,000
0561-021-451.000	SALES-FOOD	935,090	941,000	930,000
0569-095-451.000	SALES-FOOD	0	2,000	2,000
0561-021-451.010	SALES CATERING - INTERNAL	187,603	281,000	290,000
0561-021-451.011	SALES CATERING - EXTERNAL	90,922	0	0
0561-021-451.015	SALES TAX DISCOUNT	1,509	0	1,300
0561-021-451.100	VENDING CONTRACT	57,447	67,000	67,000
0510-016-451.150	SALES - THRIVE	82,295	70,000	70,000
0510-016-451.160	SALES - SAVEUR	27,914	30,000	30,000
0510-016-451.170	SALES - CULINARY CAFE/KIOSK	55,912	50,000	50,000
0510-016-451.180	GRATUITY	34	0	0



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AUX. ENTERPRISES REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
SALES & SERVICE FEES				
0562-022-452.000	SALES-BOOKSTORE	2,878,784	6,275,850	6,275,850
0562-022-452.005	REVENUE-BOOKSTORE LOANS	1,287,678	0	0
0562-022-452.100	DIGITAL BOOK FEES	372,074	0	0
0563-017-453.017	SALES-BLAZER	8,088	10,000	10,000
0518-108-456.000	PUBLICATIONS AND DUES	9,305	7,600	7,500
0569-069-459.001	CHILD CARE TUITION	40,399	76,260	76,200
0569-070-459.002	AUTOMOTIVE SERVICES	213,734	374,040	375,960
0510-009-459.017	MEMBERSHIP FEE	6,445	10,000	10,000
0569-069-459.065	REGISTRATION	750	800	800
0569-069-459.066	IDHS PAYMENTS	1,200	6,000	6,000
0569-069-459.067	ISBE FOOD PAYMENTS	2,216	6,200	6,200
0569-090-459.090	GREENHOUSE	128,147	117,000	117,000
0510-016-459.301	SALES-LOUNGE	14,177	10,000	10,785
		-----	-----	-----
	TOTAL SALES & SERVICE FEES	6,402,856	8,336,950	8,337,595
FACILITIES REVENUE				
0567-205-461.000	BUILDING RENTALS	68,019	75,000	65,000
0567-205-461.210	RENAISSANCE CENTER RENTALS	81,604	43,410	40,463
0564-600-461.215	EVENT CENTER-ATHLETIC EVENTS	68,147	140,200	143,300
0567-205-461.216	EVENT CENTER-EVENTS	21,219	20,000	20,000
0522-103-463.645	MEDIA EQUIPMENT RENTAL	1,912	0	0
0510-009-469.004	LOCKER RENTALS FITNESS CTR.	982	2,100	2,100
		-----	-----	-----
	TOTAL FACILITIES REVENUE	241,883	280,710	270,863
OTHER REVENUES				
0593-204-491.000	STUDENT FINES	32,711	30,000	30,000
0569-101-496.141	JJC FARM REV-CORN	29,462	40,568	40,600
0569-101-496.142	JJC FARM REV-SOYBEAN	0	11,844	12,000
0569-101-496.145	JJC FARM REVENUE--OTHER	28,364	0	0
0518-108-499.000	OTHER REVENUE	0	900	0
0531-301-499.000	OTHER REVENUE	4,000	6,500	6,500
0535-306-499.000	OTHER REVENUE	5,502	13,600	13,600
0563-004-499.000	OTHER REVENUE	900	2,000	2,000
0563-013-499.000	OTHER REVENUE	855	1,000	1,000

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	AUX. ENTERPRISES REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
OTHER REVENUES				
0563-022-499.000	OTHER REVENUE	0	1,000	0
0569-120-499.000	OTHER REVENUE	2,520	3,000	3,000
0569-122-499.000	OTHER REVENUE	7	100	100
0595-116-499.000	OTHER REVENUE	89	0	0
0510-504-499.018	CERTIFICATION FEES	0	1,000	0
0518-105-499.022	DEGREE/CERTIFICATE REPRINT FEE	135	0	0
0549-783-499.061	MISC REVENUE	0	4,000	4,000
0561-021-499.202	MISC REV-VENDING MACHINE	9,089	10,500	12,000
		-----	-----	-----
TOTAL	OTHER REVENUES	113,634	126,012	124,800
TRANS FROM OTHER FUNDS				
0561-021-720.001	TRANS FROM ED FUND	204,198	47,000	25,000
0561-022-720.001	TRANS FROM ED FUND	1,415	0	0
0564-088-720.001	TRANS FROM ED FUND	147,000	237,850	288,250
0569-069-720.005	TRANS FROM AUX ENT FUND	137,111	104,800	112,060
0569-090-720.005	TRANS FROM AUX ENT FUND	69,488	115,700	129,000
0569-101-720.005	TRANS FROM AUX ENT FUND	35,675	68,800	70,900
		-----	-----	-----
TOTAL	TRANS FROM OTHER FUNDS	594,887	574,150	625,210
TOTAL	AUX. ENTERPRISES	14,392,069	17,235,056	16,886,386

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
INSTRUCTION					
NATURAL SCI & P.E.					
0510-009-512.000		SUPPORT SALARIES - FT	50,153	49,249	51,219
0510-009-512.110		P.T. PROF TECH	24,477	20,400	20,910
0510-009-519.001		OTHER PART TIME	24,631	25,500	26,138
0510-009-519.024		OVERTIME ALLOCATION	5,565	7,000	7,000
			-----	-----	-----
	SUBTOTAL	SALARIES	104,826	102,149	105,267
0510-009-521.000		EMPLOYEE BENEFITS	28,913	27,651	27,583
0510-009-534.019		FTNSS CNTR REPAIRS	0	2,000	1,000
0510-009-543.317		FITNESS CENTER SUPP.	15,525	1,000	1,000
			-----	-----	-----
	TOTAL	NATURAL SCI & P.E.	149,264	132,800	134,850
CULINARY ARTS					
0510-016-512.000		SUPPORT SALARIES - FT	39,924	41,521	43,182
			-----	-----	-----
	SUBTOTAL	SALARIES	39,924	41,521	43,182
0510-016-521.000		EMPLOYEE BENEFITS	10,979	11,187	11,190
0510-016-541.778		MISC EXPENSE	208	0	0
0510-016-548.003		SUPPLIES-FOOD SERV.	85,032	93,792	92,913
0510-016-548.204		RESALE SUP-BEER/WINE	7,665	10,000	10,000
0510-016-594.000		FIN CHRGS & ADJSTMTS	36-	0	0
0510-016-594.418		CRDIT CARD CHRGS	3,350	3,500	3,500
			-----	-----	-----
	TOTAL	CULINARY ARTS	147,122	160,000	160,785
AGRICULTURE COURSE FEES					
0510-501-543.000		INSTRUCTIONAL SUPPLIES	15,593	19,000	18,000
0510-501-544.018		COMPUTER SOFTWARE	2,501	5,000	5,000
0510-501-557.000		VISITATION & COORD.	9,015	10,000	10,000
0510-501-590.011		LIVESTOCK JUDGING CONTEST	12,477	11,000	11,000
			-----	-----	-----
	TOTAL	AGRICULTURE COURSE FEES	39,586	45,000	44,000

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
INSTRUCTION					
FINE ARTS COURSE FEES					
0510-502-539.000	CONT.SC-OTHER		3,614	10,000	4,530
0510-502-543.000	INSTRUCTIONAL SUPPLIES		0	0	9,815
0510-502-543.311	SUPPLIES ART		23,464	23,500	23,500
0510-502-543.312	SUPPLIES MUSIC		14,765	16,000	16,000
0510-502-543.313	SUPPLIES COMM/THEATRE		24,883	21,000	21,000
0510-502-543.903	SUPPLIES INTER DESGN		2,396	2,500	2,500
0510-502-544.018	COMPUTER SOFTWARE		0	0	6,055
0510-502-551.005	STUDENT TRAVEL		2,018	2,000	2,381
0510-502-599.082	WEB CONTEST		0	0	1,719
0510-502-599.084	GAME DESIGN		0	0	1,000
0510-502-599.085	DIGITAL MEDIA		0	0	1,500
			-----	-----	-----
TOTAL	FINE ARTS COURSE FEES		71,140	75,000	90,000
BUSINESS COURSE FEES					
0510-503-543.000	INSTRUCTIONAL SUPPLIES		14,692	22,000	35,000
0510-503-543.017	INSTR SUPPLIES HOSPITALITY		3,255	13,000	10,000
			-----	-----	-----
TOTAL	BUSINESS COURSE FEES		17,947	35,000	45,000
CIOS COURSE FEES					
0510-504-518.157	STUDENT INTERN		0	7,000	0
			-----	-----	-----
SUBTOTAL	SALARIES		0	7,000	0
0510-504-543.000	INSTRUCTIONAL SUPPLIES		12,751	27,800	0
0510-504-544.018	COMPUTER SOFTWARE		2,440	22,200	0
0510-504-551.000	TRAVEL & MEETINGS		1,892	2,500	0
0510-504-551.003	OPEN HOUSE		694	1,500	0
0510-504-599.082	WEB CONTEST		449	2,500	0
0510-504-599.083	HIM		0	1,000	0
0510-504-599.084	GAME DESIGN		0	1,000	0
0510-504-599.085	DIGITAL MEDIA		0	1,500	0
			-----	-----	-----
TOTAL	CIOS COURSE FEES		18,226	67,000	0

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
INSTRUCTION					
ENGLISH/FR LANGUAGE COURSE FEES					
0510-505-543.000	INSTRUCTIONAL SUPPLIES		4,430	19,000	18,000
	TOTAL	ENGLISH/FR LANGUAGE COURSE FEE	4,430	19,000	18,000
MATH COURSE FEES					
0510-508-543.000	INSTRUCTIONAL SUPPLIES		35,752	39,000	38,000
	TOTAL	MATH COURSE FEES	35,752	39,000	38,000
NATURAL SCIENCE COURSE FEES					
0510-509-534.004	CADAVER PRO SECTION & MAINT		4,989	5,000	5,000
0510-509-541.022	CADAVER REPLACEMENT		10,990	11,000	11,000
0510-509-541.027	DEIONIZED WATER		0	2,500	5,000
0510-509-543.000	INSTRUCTIONAL SUPPLIES		92,377	151,500	144,000
0510-509-543.308	INSTR SUPPLIES CHEM		23,959	26,000	26,000
0510-509-543.309	INSTR SUPPLIES PHYSICS		4,266	4,500	4,500
0510-509-543.310	INSTR SUPPLIES GEOGRAPHY		182	3,000	3,000
0510-509-543.314	INSTR SUPPLIES BIO SCIENCE		39,468	39,500	39,500
0510-509-543.315	INSTR SUPPLIES PHYS. ED		408	2,000	2,000
	TOTAL	NATURAL SCIENCE COURSE FEES	176,639	245,000	240,000
SOCIAL SCIENCE COURSE FEES					
0510-514-541.000	OFFICE SUPPLIES		3,179	2,000	4,000
0510-514-543.000	INSTRUCTIONAL SUPPLIES		7,361	27,000	25,000
	TOTAL	SOCIAL SCIENCE COURSE FEES	10,540	29,000	29,000
TECHNICAL COURSE FEES					
0510-515-543.000	INSTRUCTIONAL SUPPLIES		113,532	165,000	179,000
0510-515-544.018	COMPUTER SOFTWARE		34,999	35,000	43,000
0510-515-551.005	STUDENT TRAVEL		9,842	10,000	10,000
	TOTAL	TECHNICAL COURSE FEES	158,373	210,000	232,000

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AUX. ENTERPRISES EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
CULINARY ARTS COURSE FEES				
0510-516-512.110	P.T. PROF TECH	87,421	100,000	100,000
SUBTOTAL SALARIES		87,421	100,000	100,000
0510-516-539.201	OTHER CONT.-LICENSES	3,721	4,314	4,300
0510-516-542.010	PRNT XEROX CHRGS ALL	4	0	0
0510-516-543.000	INSTRUCTIONAL SUPPLIES	175,193	180,686	175,700
0510-516-710.001	TRANSFER TO ED	75,000	0	0
TOTAL CULINARY ARTS COURSE FEES		341,339	285,000	280,000
NURSING COURSE FEES				
0510-517-541.097	COMPUTERIZED TESTING MATERIAL	121,895	110,000	162,000
0510-517-543.000	INSTRUCTIONAL SUPPLIES	9,728	12,000	11,000
0510-517-543.003	INSTR SUPPLIES/COURSE FEES	8,324	0	23,000
0510-517-543.024	INSTR.SUPPLIES-LAB.	19,652	24,000	0
TOTAL NURSING COURSE FEES		159,599	146,000	196,000
VET TECH COURSE FEES				
0510-518-534.000	CNTR SVC MNT & REPRS	4,953	5,000	5,000
0510-518-543.000	INSTRUCTIONAL SUPPLIES	33,184	25,000	25,000
TOTAL VET TECH COURSE FEES		38,137	30,000	30,000
ACADEMIC COURSE FEES				
0510-519-543.000	INSTRUCTIONAL SUPPLIES	48,603	35,000	30,000
0510-519-586.000	EQUIP-INSTRUCTIONAL	375,383	0	0
TOTAL ACADEMIC COURSE FEES		423,986	35,000	30,000
HEALTH & PUB SERV COURSE FEES				
0510-525-511.500	PRO SALARIES - FT	0	12,133	0
0510-525-511.510	PRO SALARIES - PT	0	0	11,718
0510-525-512.110	P.T. PROF TECH	11,491	0	0
SUBTOTAL SALARIES		11,491	12,133	11,718

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AUX. ENTERPRISES EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
INSTRUCTION				
HEALTH & PUB SERV COURSE FEES				
0510-525-521.000	EMPLOYEE BENEFITS	0	0	5,382
0510-525-532.513	CONSULTING SER - ADJUNCTS	7,147	10,000	19,000
0510-525-543.000	INSTRUCTIONAL SUPPLIES	46,210	48,867	52,900
0510-525-543.035	INSTR.SUPPLIES-RADIOLOGY	8,373	9,000	9,000
0510-525-543.036	INSTR.SUPPLIES-SONOGRAPHY	9,838	10,000	10,000
		-----	-----	-----
TOTAL	HEALTH & PUB SERV COURSE FEES	83,059	90,000	108,000
TOTAL	INSTRUCTION	1,875,139	1,642,800	1,675,635
GENERAL STUDIES				
CORPORATE SERVICES				
0517-911-511.000	ADMIN SALARIES - FT	115,967	0	0
0517-911-511.500	PRO SALARIES - FT	0	127,577	130,451
0517-911-512.000	SUPPORT SALARIES - FT	136,803	145,085	48,199
0517-911-513.105	SAL INST SEMINAR	130,895	137,111	60,539
0517-911-516.110	P.T. CLERICAL	37,550	44,310	0
		-----	-----	-----
SUBTOTAL	SALARIES	421,215	454,083	239,189
0517-911-521.000	EMPLOYEE BENEFITS	78,496	84,236	59,800
0517-911-532.000	CONTR SVC CONSULTANT	86,125	70,000	70,000
0517-911-539.019	ADMIN FEES	75,000	75,000	27,000
0517-911-541.000	OFFICE SUPPLIES	2,680	6,120	3,120
0517-911-542.000	PRINTING	4,179	7,650	2,230
0517-911-543.089	SEMINAR SUPPLIES	88,911	175,301	77,443
0517-911-544.022	POSTAGE	5,390	8,160	1,768
0517-911-547.000	ADVERTISING	49	0	0
0517-911-548.000	RESALE SUPPLIES	2,377	5,310	5,310
0517-911-553.031	STAFF TRAVEL	6,280	7,140	7,140
		-----	-----	-----
TOTAL	CORPORATE SERVICES	770,702	893,000	493,000

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AUX. ENTERPRISES EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
GENERAL STUDIES				
PROFESSIONAL DEVELOPMENT				
0517-912-511.000	ADMIN SALARIES - FT	52,880	0	0
0517-912-511.500	PRO SALARIES - FT	0	58,377	59,692
0517-912-513.105	SAL INST SEMINAR	46,025	49,552	50,791
0517-912-516.110	P.T. CLERICAL	0	0	23,380
		-----	-----	-----
	SUBTOTAL SALARIES	98,905	107,929	133,863
0517-912-521.000	EMPLOYEE BENEFITS	19,943	10,500	18,750
0517-912-532.000	CONTR SVC CONSULTANT	112,503	93,000	93,000
0517-912-539.019	ADMIN FEES	20,000	20,000	20,000
0517-912-541.000	OFFICE SUPPLIES	1,726	1,020	1,020
0517-912-542.000	PRINTING	10,652	12,000	12,000
0517-912-543.089	SEMINAR SUPPLIES	63,229	44,104	34,920
0517-912-544.022	POSTAGE	3,066	6,857	6,857
0517-912-547.000	ADVERTISING	1,478	2,040	2,040
0517-912-548.000	RESALE SUPPLIES	5,487	1,530	1,530
0517-912-553.031	STAFF TRAVEL	500	1,020	1,020
		-----	-----	-----
	TOTAL PROFESSIONAL DEVELOPMENT	337,489	300,000	325,000
LIFELONG LEARNING				
0517-913-511.000	ADMIN SALARIES - FT	62,021	0	0
0517-913-511.500	PRO SALARIES - FT	0	73,410	77,315
0517-913-512.000	SUPPORT SALARIES - FT	44,647	45,540	47,362
0517-913-513.105	SAL INST SEMINAR	91,329	52,949	54,273
0517-913-518.010	STUDENT EMPLOYEES	4,717	2,500	2,925
		-----	-----	-----
	SUBTOTAL SALARIES	202,714	174,399	181,875
0517-913-521.000	EMPLOYEE BENEFITS	22,279	22,789	22,800
0517-913-532.000	CONTR SVC CONSULTANT	28,988	25,500	25,500
0517-913-539.019	ADMIN FEES	17,400	17,400	17,400
0517-913-541.000	OFFICE SUPPLIES	940	1,020	1,020



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AUX. ENTERPRISES EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
GENERAL STUDIES				
LIFELONG LEARNING				
0517-913-542.000	PRINTING	3,152	1,866	1,866
0517-913-543.089	SEMINAR SUPPLIES	32,430	12,846	20,359
0517-913-544.022	POSTAGE	0	510	510
0517-913-547.000	ADVERTISING	814	1,020	1,020
0517-913-548.000	RESALE SUPPLIES	2,215	4,560	4,560
0517-913-553.031	STAFF TRAVEL	1,454	3,060	3,060
0517-913-599.216	VOCATIONAL TRAINING	0	30	30
TOTAL LIFELONG LEARNING		312,386	265,000	280,000
COMM'L DRIVER LICENSE TRNG.				
0517-914-516.110	P.T. CLERICAL	14,708	22,372	25,130
SUBTOTAL SALARIES		14,708	22,372	25,130
0517-914-532.000	CONTR SVC CONSULTANT	171,000	285,600	282,842
0517-914-539.019	ADMIN FEES	9,000	9,000	9,000
0517-914-541.000	OFFICE SUPPLIES	0	774	774
0517-914-542.000	PRINTING	106	2,807	2,807
0517-914-543.089	SEMINAR SUPPLIES	0	5,265	5,265
0517-914-599.216	VOCATIONAL TRAINING	4,794	39,950	39,950
TOTAL COMM'L DRIVER LICENSE TRNG.		199,608	365,768	365,768
ON-LINE SHORT-TERM TRAINING				
0517-915-516.000	CLERICAL SALARIES - FT	15,811	19,781	20,374
SUBTOTAL SALARIES		15,811	19,781	20,374
0517-915-521.000	EMPLOYEE BENEFITS	11,347	13,719	13,790
0517-915-532.000	CONTR SVC CONSULTANT	920	21,500	21,606
0517-915-539.019	ADMIN FEES	1,000	1,000	1,000
TOTAL ON-LINE SHORT-TERM TRAINING		29,078	56,000	56,770

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INSTRUCTION					
GENERAL STUDIES					
PROFESSIONAL SERVICES HEALTH					
0517-933-511.000	ADMIN SALARIES - FT	33,506	0	0	
0517-933-511.500	PRO SALARIES - FT	0	35,383	0	
0517-933-513.105	SAL INST SEMINAR	6,923	7,605	7,600	
0517-933-519.000	SALARIES-OTHER	1,050	2,490	2,500	
		-----	-----	-----	
	SUBTOTAL SALARIES	41,479	45,478	10,100	
0517-933-521.000	EMPLOYEE BENEFITS	12,391	12,575	0	
0517-933-532.000	CONTR SVC CONSULTANT	15,550	15,408	15,000	
0517-933-532.003	CONTR SVC STIPEND	2,538	5,410	2,500	
0517-933-532.105	CONTRACTUAL SERVICE	14,695	23,480	25,000	
0517-933-534.000	CNTR SVC MNT & REPRS	0	306	0	
0517-933-539.016	BACKGROUND CHECK	6,557	13,280	10,000	
0517-933-541.000	OFFICE SUPPLIES	1,173	2,048	500	
0517-933-542.000	PRINTING	58	510	100	
0517-933-543.000	INSTRUCTIONAL SUPPLIES	5,071	14,582	8,800	
0517-933-543.089	SEMINAR SUPPLIES	6,317	9,553	8,000	
0517-933-544.022	POSTAGE	0	102	0	
0517-933-547.000	ADVERTISING	0	476	0	
0517-933-551.000	TRAVEL & MEETINGS	57	0	0	
		-----	-----	-----	
	TOTAL PROFESSIONAL SERVICES HEALTH	105,886	143,208	80,000	
WORKFORCE SERV/WDC					
0517-943-543.089	SEMINAR SUPPLIES	28	918	918	
0517-943-547.000	ADVERTISING	587	1,937	1,937	
0517-943-549.100	ASSESSMENT SUPPLIES	14,756	29,214	29,214	
0517-943-553.031	STAFF TRAVEL	910	7,446	7,446	
0517-943-559.000	OTHR CONFR & MTNG EX	0	125	125	
		-----	-----	-----	
	TOTAL WORKFORCE SERV/WDC	16,281	39,640	39,640	

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
GENERAL STUDIES					
GRUNDY EDUCATION CENTER					
0517-952-541.000	OFFICE SUPPLIES	0	100	50	
0517-952-542.000	PRINTING	0	100	50	
0517-952-544.022	POSTAGE	55	100	50	
0517-952-547.000	ADVERTISING	0	200	850	
0517-952-549.100	ASSESSMENT SUPPLIES	336	700	200	
0517-952-553.031	STAFF TRAVEL	2,317	1,700	1,700	
		-----	-----	-----	
TOTAL	GRUNDY EDUCATION CENTER	2,708	2,900	2,900	
TOTAL	GENERAL STUDIES	1,774,138	2,065,516	1,643,078	
ADMINISTRATION					
PHI THETA KAPPA					
0518-108-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	0	500	0	
0518-108-546.011	MEMBERSHIP DUES	511	5,000	600	
0518-108-551.000	TRAVEL & MEETINGS	12,974	3,000	6,900	
		-----	-----	-----	
TOTAL	PHI THETA KAPPA	13,485	8,500	7,500	
TOTAL	ADMINISTRATION	13,485	8,500	7,500	
TOTAL	INSTRUCTION	3,662,762	3,716,816	3,326,213	
LIBRARY CENTER					
LIBRARY CENTER					
LIBRARY					
0521-102-515.120	P.T. ACADEMIC SUPPORT FALL/SPR	0	9,000	9,000	
		-----	-----	-----	
SUBTOTAL	SALARIES	0	9,000	9,000	
0521-102-542.000	PRINTING	6	300	300	
0521-102-543.000	INSTRUCTIONAL SUPPLIES	127	400	400	
0521-102-543.115	SUPPLIES LIBRARY	15,639	15,000	15,000	
0521-102-544.018	COMPUTER SOFTWARE	13,984	14,000	14,000	

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ACADEMIC SUPPORT					
LIBRARY CENTER					
LIBRARY					
0521-102-551.000	TRAVEL & MEETINGS		152	300	300
			-----	-----	-----
TOTAL	LIBRARY		29,908	39,000	39,000
TOTAL	LIBRARY CENTER		29,908	39,000	39,000
COMMUNICATION CENTER					
TESTING SERVICES					
0523-104-512.110	P.T. PROF TECH		0	27,000	21,300
0523-104-516.110	P.T. CLERICAL		0	0	40,000
0523-104-518.010	STUDENT EMPLOYEES		0	15,800	10,000
			-----	-----	-----
SUBTOTAL	SALARIES		0	42,800	71,300
0523-104-532.000	CONTR SVC CONSULTANT		7,349	22,000	0
0523-104-541.000	OFFICE SUPPLIES		24,703	15,000	10,000
0523-104-542.010	PRNT XEROX CHRGS ALL		0	10,000	2,000
0523-104-551.000	TRAVEL & MEETINGS		0	3,000	3,000
			-----	-----	-----
TOTAL	TESTING SERVICES		32,052	92,800	86,300
iCAMPUS					
0523-105-512.000	SUPPORT SALARIES - FT		43,154	52,020	54,100
0523-105-518.010	STUDENT EMPLOYEES		8,893	12,360	14,461
0523-105-519.058	OTHER-WEB BASED SAL		11,275	15,800	20,000
			-----	-----	-----
SUBTOTAL	SALARIES		63,322	80,180	88,561
0523-105-521.000	EMPLOYEE BENEFITS		22,849	27,620	27,624
0523-105-532.105	CONTRACTUAL SERVICE		312,737	431,357	495,848
0523-105-542.114	PRINTING XEROX SS		121	1,020	3,020
0523-105-543.000	INSTRUCTIONAL SUPPLIES		12,549	8,935	8,935
0523-105-544.018	COMPUTER SOFTWARE		16,921	28,230	10,354
0523-105-546.000	PUBLICATIONS & DUES		6,518	10,389	10,389

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ACADEMIC SUPPORT					
COMMUNICATION CENTER					
iCAMPUS					
0523-105-551.000	TRAVEL & MEETINGS		7,593	31,220	31,220
0523-105-551.011	PROFESSIONAL DEVEL.		20,416	19,049	19,049
0523-105-586.000	EQUIP-INSTRUCTIONAL		0	57,000	0
			-----	-----	-----
TOTAL	iCAMPUS		463,026	695,000	695,000
TOTAL	COMMUNICATION CENTER		495,078	787,800	781,300
TOTAL	ACADEMIC SUPPORT		524,986	826,800	820,300
ADMISSIONS & RECORDS					
ADMISSIONS & RECORDS					
REGISTRATION & RECORDS					
0531-300-539.021	CNTR SC GRDUATION		25,941	27,000	27,000
			-----	-----	-----
TOTAL	REGISTRATION & RECORDS		25,941	27,000	27,000
ADMISSIONS					
0531-301-541.000	OFFICE SUPPLIES		4,497	5,000	5,000
0531-301-599.093	COLLEGE NIGHT		0	1,500	1,500
			-----	-----	-----
TOTAL	ADMISSIONS		4,497	6,500	6,500
TOTAL	ADMISSIONS & RECORDS		30,438	33,500	33,500
COUNSELING & TESTING					
OFFICE STUD RIGHTS & RESPONSIB					
0532-301-532.000	CONTR SVC CONSULTANT		3,300	3,500	3,500
			-----	-----	-----
TOTAL	OFFICE STUD RIGHTS & RESPONSIB		3,300	3,500	3,500
TOTAL	COUNSELING & TESTING		3,300	3,500	3,500

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES					
CAREER SERVICES					
CAREER SERVICES/JOB FAIR					
0535-306-541.000	OFFICE SUPPLIES	542	1,100	1,100	
0535-306-542.010	PRNT XEROX CHRGS ALL	1,492	2,525	2,525	
0535-306-547.000	ADVERTISING	1,244	3,975	3,700	
0535-306-551.000	TRAVEL & MEETINGS	11,435	6,000	6,275	
		-----	-----	-----	
TOTAL	CAREER SERVICES/JOB FAIR	14,713	13,600	13,600	
TOTAL	CAREER SERVICES	14,713	13,600	13,600	
STUDENT ACTIVITIES					
STUDENT SERVICES & ACTIVITIES					
0536-306-530.000	CONTRACTUAL SERVICE	15,485	17,000	17,000	
0536-306-542.000	PRINTING	1,000	500	500	
0536-306-549.999	SUPPLIES/OTHER	425	500	500	
0536-306-594.770	SPECIAL PROJECTS	2,482	2,000	2,000	
		-----	-----	-----	
TOTAL	STUDENT SERVICES & ACTIVITIES	19,392	20,000	20,000	
TOTAL	STUDENT ACTIVITIES	19,392	20,000	20,000	
OTHER					
STUDENT SERVICES/OTHER GSD					
0539-311-542.010	PRNT XEROX CHRGS ALL	0	1,000	0	
0539-311-543.000	INSTRUCTIONAL SUPPLIES	6,137	8,600	0	
0539-311-551.000	TRAVEL & MEETINGS	0	400	0	
		-----	-----	-----	
TOTAL	STUDENT SERVICES/OTHER GSD	6,137	10,000	0	
TOTAL	OTHER	6,137	10,000	0	
TOTAL	STUDENT SERVICES	73,980	80,600	70,600	

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
PUBLIC SERVICES					
COMMUNITY SERVICES					
CED ANCILLARY PROJECTS					
0541-104-516.000		CLERICAL SALARIES - FT	15,810	19,781	20,374
0541-104-516.110		P.T. CLERICAL	17,540	25,396	26,544
			-----	-----	-----
	SUBTOTAL	SALARIES	33,350	45,177	46,918
0541-104-521.000		EMPLOYEE BENEFITS	11,346	13,719	13,715
0541-104-539.000		CONT.SC-OTHER	27,600	28,435	28,435
0541-104-544.022		POSTAGE	52,958	55,579	55,579
0541-104-547.000		ADVERTISING	96,529	93,090	103,353
0541-104-586.000		EQUIP-INSTRUCTIONAL	18,438	20,000	20,000
			-----	-----	-----
	TOTAL	CED ANCILLARY PROJECTS	240,221	256,000	268,000
	TOTAL	COMMUNITY SERVICES	240,221	256,000	268,000
OTHER					
CONCERT ARTIST					
0549-783-599.061		MISC EXPENSE	0	4,000	4,000
			-----	-----	-----
	TOTAL	CONCERT ARTIST	0	4,000	4,000
EPICUREAN FESTIVAL OF FOOD & WINE TASTING					
0549-784-551.051		TRAVEL/MTGS INSTRUCTOR 1	8,785	0	0
0549-784-551.052		TRAVEL/MTGS INSTRUCTOR 2	2,395	0	0
0549-784-551.054		TRAVEL/MTGS INSTRUCTOR 4	1,583	0	0
0549-784-551.055		TRAVEL/MTGS INSTRUCTOR 5	604	0	0
			-----	-----	-----
	TOTAL	EPICUREAN FESTIVAL OF FOOD & W	13,367	0	0
	TOTAL	OTHER	13,367	4,000	4,000
	TOTAL	PUBLIC SERVICES	253,588	260,000	272,000

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AUX. ENTERPRISES EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.				
FOOD SERVICE				
FOOD SERVICE				
0561-021-511.000	ADMIN SALARIES - FT	87,626	0	0
0561-021-511.500	PRO SALARIES - FT	0	158,648	162,220
0561-021-512.000	SUPPORT SALARIES - FT	65,463	0	0
0561-021-512.110	P.T. PROF TECH	23,986	28,714	29,540
0561-021-517.000	SERVICE STAFF - FT	428,548	388,434	352,500
0561-021-518.010	STUDENT EMPLOYEES	2,165	10,000	11,700
0561-021-519.024	OVERTIME ALLOCATION	16,639	9,000	13,000
SUBTOTAL SALARIES		624,427	594,796	568,960
0561-021-521.000	EMPLOYEE BENEFITS	224,275	149,000	149,180
0561-021-522.000	EMP. BENEFITS- MEALS	18,187	7,800	6,300
0561-021-534.000	CNTR SVC MNT & REPRS	14,735	15,500	16,000
0561-021-539.000	CONT.SC-OTHER	0	0	10,000
0561-021-541.000	OFFICE SUPPLIES	1,713	1,400	1,600
0561-021-543.015	FOOD SVC MNTNC SUPPL	1,063	4,800	3,000
0561-021-543.801	SUPPLIES-UNIFORMS	2,899	3,500	3,200
0561-021-546.000	PUBLICATIONS & DUES	620	850	850
0561-021-548.003	SUPPLIES-FOOD SERV.	464,015	471,046	465,000
0561-021-549.208	LINENS AND UNIFORMS	8,627	9,000	9,000
0561-021-549.999	SUPPLIES/OTHER	48,715	52,500	59,360
0561-021-551.000	TRAVEL & MEETINGS	228	600	600
0561-021-561.000	RENTAL-FACILITIES	38,950	0	0
0561-021-594.001	BANK CHARGES	207	408	250
0561-021-594.418	CRDIT CARD CHRGES	38,605	37,500	33,000
TOTAL FOOD SERVICE		1,487,266	1,348,700	1,326,300
FOOD SERVICE/ROMEOVILLE				
0561-022-517.000	SERVICE STAFF - FT	55	0	0
SUBTOTAL SALARIES		55	0	0



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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.					
FOOD SERVICE					
FOOD SERVICE/ROMEOVILLE					
0561-022-534.000	CNTR SVC MNT & REPRS		1,360	0	0
		-----	-----	-----	-----
TOTAL	FOOD SERVICE/ROMEOVILLE		1,415	0	0
TOTAL	FOOD SERVICE		1,488,681	1,348,700	1,326,300
BOOKSTORE					
BOOKSTORE					
0562-022-511.000	ADMIN SALARIES - FT		73,178	0	0
0562-022-511.500	PRO SALARIES - FT		0	75,836	77,543
0562-022-512.000	SUPPORT SALARIES - FT		53,049	53,595	45,874
0562-022-516.000	CLERICAL SALARIES - FT		112,978	100,443	103,459
0562-022-516.110	P.T. CLERICAL		212,188	297,840	305,286
0562-022-519.024	OVERTIME ALLOCATION		3,756	0	0
		-----	-----	-----	-----
SUBTOTAL	SALARIES		455,149	527,714	532,162
0562-022-521.000	EMPLOYEE BENEFITS		114,070	95,768	96,788
0562-022-539.204	CONTRACTUAL SERVICES		42,485	66,623	72,623
0562-022-541.000	OFFICE SUPPLIES		2,339	6,089	6,089
0562-022-544.000	MATERIALS		4,211	8,448	8,448
0562-022-546.000	PUBLICATIONS & DUES		2,175	3,857	3,857
0562-022-547.000	ADVERTISING		0	4,590	7,590
0562-022-548.000	RESALE SUPPLIES		3,282,216	5,087,888	5,063,469
0562-022-551.000	TRAVEL & MEETINGS		4,127	8,080	8,080
0562-022-561.000	RENTAL-FACILITIES		50,490	50,490	50,490
0562-022-575.000	TELEPHONE		0	510	510
0562-022-590.000	OTHER EXPENDITURES		132	204	704
0562-022-594.001	BANK CHARGES		573	1,020	1,020
0562-022-594.418	CRDIT CARD CHRGS		38,422	51,000	51,000
0562-022-710.001	TRANSFER TO ED		145,500	179,069	173,120
0562-022-710.005	TRANS TO AUX FUND		105,163	184,500	199,900
		-----	-----	-----	-----
TOTAL	BOOKSTORE		4,247,052	6,275,850	6,275,850

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT. BOOKSTORE BOOKSTORE					
	TOTAL	BOOKSTORE	4,247,052	6,275,850	6,275,850
CULTURAL SERIES					
GUEST ARTISTS					
	0563-004-530.000	CONTRACTUAL SERVICE	2,512	2,000	2,000
			-----	-----	-----
	TOTAL	GUEST ARTISTS	2,512	2,000	2,000
STUDENT FEES					
	0563-006-534.001	EMERGENCY NOTIFICATION SYSTEM	16,500	20,000	20,000
	0563-006-710.005	TRANS TO AUX FUND	137,111	104,800	112,060
			-----	-----	-----
	TOTAL	STUDENT FEES	153,611	124,800	132,060
FINE ARTS/ART CLAY					
	0563-009-543.311	SUPPLIES ART	1,746	2,500	2,500
			-----	-----	-----
	TOTAL	FINE ARTS/ART CLAY	1,746	2,500	2,500
MUSICAL ENSEMBLES					
	0563-012-539.005	MUS ENS LIC AGREEMTS	5,368	8,250	8,250
	0563-012-551.000	TRAVEL & MEETINGS	7,915	8,000	8,000
			-----	-----	-----
	TOTAL	MUSICAL ENSEMBLES	13,283	16,250	16,250
MUSIC USAGE					
	0563-013-596.020	MISCELLANEOUS EXPENSES	450	1,000	1,000
			-----	-----	-----
	TOTAL	MUSIC USAGE	450	1,000	1,000
WORDEATER					
	0563-016-512.000	SUPPORT SALARIES - FT	2,380	2,450	2,500
			-----	-----	-----
	SUBTOTAL	SALARIES	2,380	2,450	2,500
	0563-016-521.000	EMPLOYEE BENEFITS	0	10	10
	0563-016-541.000	OFFICE SUPPLIES	0	1,640	1,700

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.					
CULTURAL SERIES					
WORDEATER					
0563-016-542.000		PRINTING	0	4,000	2,090
0563-016-551.000		TRAVEL & MEETINGS	0	600	600
0563-016-592.001		SCHLRSHPS OTHR AWRDS	0	300	300
	TOTAL		-----	-----	-----
		WORDEATER	2,380	9,000	7,200
BLAZER					
0563-017-512.000		SUPPORT SALARIES - FT	10,210	10,440	10,700
0563-017-518.010		STUDENT EMPLOYEES	5,738	7,900	9,200
	SUBTOTAL	SALARIES	-----	-----	-----
			15,948	18,340	19,900
0563-017-521.000		EMPLOYEE BENEFITS	55	55	60
0563-017-530.000		CONTRACTUAL SERVICE	5,557	9,065	8,000
0563-017-543.000		INSTRUCTIONAL SUPPLIES	606	895	900
0563-017-551.000		TRAVEL & MEETINGS	1,624	3,060	2,500
0563-017-590.017		OTHER/COMMISSIONS	4,000	5,500	5,500
	TOTAL		-----	-----	-----
		BLAZER	27,790	36,915	36,860
ART-GUEST ARTIST					
0563-022-530.000		CONTRACTUAL SERVICE	0	1,000	0
	TOTAL		-----	-----	-----
		ART-GUEST ARTIST	0	1,000	0
ART-JEWELRY METALSMITHING					
0563-023-548.000		RESALE SUPPLIES	1,390	2,290	2,290
	TOTAL		-----	-----	-----
		ART-JEWELRY METALSMITHING	1,390	2,290	2,290
	TOTAL	CULTURAL SERIES	203,162	195,755	200,160

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.					
ATHLETICS					
ATHLETICS ADMINISTR.					
0564-088-511.000	ADMIN SALARIES - FT	109,576	0	0	
0564-088-511.500	PRO SALARIES - FT	0	78,305	82,471	
0564-088-512.000	SUPPORT SALARIES - FT	135,550	153,844	143,735	
0564-088-512.110	P.T. PROF TECH	114,709	150,398	154,156	
0564-088-518.010	STUDENT EMPLOYEES	7,947	13,905	16,269	
0564-088-519.021	PHONE STIPEND	1,292	1,320	960	
0564-088-519.024	OVERTIME ALLOCATION	704	0	0	
SUBTOTAL SALARIES		369,778	397,772	397,591	
0564-088-521.000	EMPLOYEE BENEFITS	74,131	77,800	95,179	
0564-088-532.000	CONTR SVC CONSULTANT	28,000	30,000	30,000	
0564-088-538.000	INSTRCTCNL SVC CONTRA	41,707	43,101	43,101	
0564-088-539.000	CONT.SC-OTHER	33	0	0	
0564-088-541.000	OFFICE SUPPLIES	0	400	400	
0564-088-542.010	PRNT XEROX CHRGS ALL	1,959	1,200	1,200	
0564-088-543.000	INSTRUCTIONAL SUPPLIES	23,517	22,899	22,899	
0564-088-546.000	PUBLICATIONS & DUES	12,835	15,335	15,335	
0564-088-551.060	POST-SEASON TRAVEL	14,457	50,000	50,000	
TOTAL ATHLETICS ADMINISTR.		566,417	638,507	655,705	
ATHLETICS					
0564-564-543.000	INSTRUCTIONAL SUPPLIES	32,655	32,125	32,125	
0564-564-551.000	TRAVEL & MEETINGS	107,844	108,729	108,729	
TOTAL ATHLETICS		140,499	140,854	140,854	
ATHLETIC EVENT CNTR RENTAL					
0564-600-512.000	SUPPORT SALARIES - FT	46,891	49,741	51,731	
0564-600-512.110	P.T. PROF TECH	36,724	42,336	42,308	
0564-600-518.010	STUDENT EMPLOYEES	12,062	18,540	21,692	
SUBTOTAL SALARIES		95,677	110,617	115,731	

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.					
ATHLETICS					
ATHLETIC EVENT CNTR RENTAL					
0564-600-521.000	EMPLOYEE BENEFITS	27,335	27,583	27,569	
0564-600-541.000	OFFICE SUPPLIES	0	2,000	0	
		-----	-----	-----	
TOTAL	ATHLETIC EVENT CNTR RENTAL	123,012	140,200	143,300	
TOTAL	ATHLETICS	829,928	919,561	939,859	
STUDENT ORGANIZATION					
STUDENT CLUBS					
0565-400-512.110	P.T. PROF TECH	17,642	29,428	29,722	
		-----	-----	-----	
SUBTOTAL	SALARIES	17,642	29,428	29,722	
0565-400-594.437	STUDENT AFFAIRS	2,181	1,750	2,250	
0565-400-594.456	STU LOCKER RENTAL	415-	0	0	
0565-400-594.530	STUDENT LEADERSHIP	11,437	10,250	10,250	
0565-400-594.531	STUDENT GOVERNMENT	4,761	5,000	5,000	
0565-400-594.532	CROSS CULTURAL PROGRAMMING	40,522	42,315	42,315	
0565-400-594.533	COLLEGIATE COUNCIL	31,534	34,485	34,485	
0565-400-594.755	COLLEGE BOWL	562	500	0	
0565-400-594.770	SPECIAL PROJECTS	3,261	3,500	3,500	
		-----	-----	-----	
TOTAL	STUDENT CLUBS	111,485	127,228	127,522	
TOTAL	STUDENT ORGANIZATION	111,485	127,228	127,522	
L J RENAISSANCE CNTR					
CAMPUS FACILITY RENTAL					
0567-205-512.000	SUPPORT SALARIES - FT	76,014	75,621	78,645	
0567-205-516.110	P.T. CLERICAL	14,712	16,140	0	
0567-205-517.004	POLICE SALARY ALLOCATION	6,210	8,500	8,500	
0567-205-517.005	FACILITY SALARY ALLOCATION	0	8,500	8,500	
0567-205-519.021	PHONE STIPEND	240	240	240	

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AUX. ENTERPRISES  
EXPENSES2018-19  
ACTUAL2019-20  
BUDGET2020-21  
BUDGETINDEPENDENT OPERAT.  
L J RENAISSANCE CNTR  
CAMPUS FACILITY RENTAL

SUBTOTAL SALARIES

97,176

109,001

95,885

0567-205-521.000	EMPLOYEE BENEFITS
0567-205-541.000	OFFICE SUPPLIES
0567-205-547.000	ADVERTISING
0567-205-551.000	TRAVEL & MEETINGS

27,547	49	0	0
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27,909	500	500	500
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28,078	500	500	500
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TOTAL CAMPUS FACILITY RENTAL

124,772

138,410

125,463

TOTAL L J RENAISSANCE CNTR

124,772

138,410

125,463

OTHER  
EARLY CHILDHOOD CENTER

0569-069-512.000	SUPPORT SALARIES - FT
0569-069-512.110	P.T. PROF TECH
0569-069-516.110	P.T. CLERICAL
0569-069-517.001	SERVICE STAFF PT
0569-069-518.010	STUDENT EMPLOYEES
0569-069-519.024	OVERTIME ALLOCATION

58,758	45,862	16,622	11,725	4,454	2,298
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59,730	49,338	17,130	9,860	5,356	1,428
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62,119	51,307	18,790	10,250	6,267	1,485
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SUBTOTAL SALARIES

139,719

142,842

150,218

0569-069-521.000	EMPLOYEE BENEFITS
0569-069-541.000	OFFICE SUPPLIES
0569-069-542.010	PRNT XEROX CHRGS ALL
0569-069-543.000	INSTRUCTIONAL SUPPLIES
0569-069-546.000	PUBLICATIONS & DUES
0569-069-549.509	SUPP. CHILD CARE FOO
0569-069-551.000	TRAVEL & MEETINGS

27,532	763	518	1,001	1,014	9,014	2,118
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27,888	1,268	306	1,183	1,114	17,317	2,142
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27,712	1,268	306	1,183	1,114	17,317	2,142
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TOTAL EARLY CHILDHOOD CENTER

181,679

194,060

201,260

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT. OTHER					
AUTO SHOP TECHNOLOGY					
0569-070-512.000	SUPPORT SALARIES - FT		47,097	48,040	49,960
SUBTOTAL SALARIES			47,097	48,040	49,960
0569-070-541.050	SHOP VEHICLE PARTS		3,342	5,000	5,000
0569-070-541.056	SUPPLIES/SMALL TOOLS		9,987	15,000	15,000
0569-070-543.203	SERVICE SUPPLIES		52,982	90,000	90,000
0569-070-543.301	AUTO WARRANTY PARTS		2,152	5,000	5,000
0569-070-547.000	ADVERTISING		472	1,000	1,000
0569-070-548.000	RESALE SUPPLIES		131,551	210,000	210,000
TOTAL AUTO SHOP TECHNOLOGY			247,583	374,040	375,960
OUTSIDE TRANSPORTATION					
0569-073-599.316	TRANSPORTATION		0	5,000	5,000
TOTAL OUTSIDE TRANSPORTATION			0	5,000	5,000
GREENHOUSE					
0569-090-512.000	SUPPORT SALARIES - FT		63,792	64,833	71,472
0569-090-518.010	STUDENT EMPLOYEES		29,205	35,535	41,576
SUBTOTAL SALARIES			92,997	100,368	113,048
0569-090-521.000	EMPLOYEE BENEFITS		27,457	27,775	27,826
0569-090-534.000	CNTR SVC MNT & REPRS		0	4,000	4,000
0569-090-543.105	INSTR SUPPLIES FUEL		60	600	600
0569-090-548.000	RESALE SUPPLIES		77,122	99,957	100,526
TOTAL GREENHOUSE			197,636	232,700	246,000

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT.					
OTHER					
HILLS STUDENT VET FEEDING PROG					
0569-095-543.025	FACILITY SUPPLIES		2,000	2,000	2,000
TOTAL		HILLS STUDENT VET FEEDING PROG	2,000	2,000	2,000
JJC FARMLAND LAB					
0569-101-512.101	FARM OPER. MANAGER		56,105	57,227	59,517
SUBTOTAL		SALARIES	56,105	57,227	59,517
0569-101-521.000	EMPLOYEE BENEFITS		11,548	27,685	27,683
0569-101-534.103	MACHINE REPAIR AND PARTS		10,952	10,500	12,000
0569-101-539.102	CNTR SVC MCHN LEASE		0	2,000	0
0569-101-540.000	SUPPLIES		987	1,500	0
0569-101-543.101	INSTR SUPPLIES FERTL		10,034	17,000	19,000
0569-101-543.105	INSTR SUPPLIES FUEL		574	1,800	1,800
0569-101-552.101	JJC FARM TRAVEL		1,422	1,500	1,500
0569-101-565.101	JJC FARM INSURANCE		1,879	2,000	2,000
TOTAL		JJC FARMLAND LAB	93,501	121,212	123,500
STUDENT ID'S					
0569-120-516.110	P.T. CLERICAL		36,725	38,224	40,299
SUBTOTAL		SALARIES	36,725	38,224	40,299
0569-120-540.000	SUPPLIES		16,940	19,650	19,300
0569-120-544.018	COMPUTER SOFTWARE		5,250	5,250	5,250
0569-120-551.000	TRAVEL & MEETINGS		46	100	450
TOTAL		STUDENT ID'S	58,961	63,224	65,299



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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT. OTHER FAX SERVICE-LIBRARY 0569-122-540.000	SUPPLIES		0	100	100
			-----	-----	-----
TOTAL	FAX SERVICE-LIBRARY		0	100	100
TOTAL	OTHER		781,360	992,336	1,019,119
TOTAL	INDEPENDENT OPERAT.		7,786,440	9,997,840	10,014,273
CAMPUS SERVICES CAMPUS SERVICES CAMP SERV-PRKNG FINE 0593-204-539.016	BACKGROUND CHECK		2,000	3,000	3,000
0593-204-587.000	EQUIPMENT-SERVICE		10,130	0	0
0593-204-599.491	STU PARKING FINE EXP		18,434	30,000	30,000
			-----	-----	-----
TOTAL	CAMP SERV-PRKNG FINE		30,564	33,000	33,000
TOTAL	CAMPUS SERVICES		30,564	33,000	33,000
DATA PROCESSING TECHNOLOGY ACTION PLAN 0595-116-532.000	CONTR SVC CONSULTANT		0	72,409	72,409
0595-116-534.058	CONTRACTUAL-NEW INITIATIVES		62,212	0	0
0595-116-541.358	COMPUTERS		468,816	570,446	570,446
0595-116-541.558	DISASTER RECOVERY		150,755	138,949	138,949
0595-116-544.018	COMPUTER SOFTWARE		156,710	88,970	86,662
0595-116-544.058	PROJECTORS		65,307	81,000	81,000
0595-116-553.010	TRAINING		0	4,080	4,080
0595-116-575.006	INTERNET DATA CIRCUIT		59,365	76,596	78,904
0595-116-584.558	EQUIPMENT		690,463	367,550	397,550
			-----	-----	-----
TOTAL	TECHNOLOGY ACTION PLAN		1,653,628	1,400,000	1,430,000

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		AUX. ENTERPRISES EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT					
DATA PROCESSING					
ERP IMPLEMENTATION					
0595-117-512.000	SUPPORT SALARIES - FT	0	250,000	0	
		-----	-----	-----	
	SUBTOTAL SALARIES	0	250,000	0	
0595-117-532.000	CONTR SVC CONSULTANT	0	400,000	0	
0595-117-534.058	CONTRACTUAL-NEW INITIATIVES	98,000	1,300,000	920,000	
0595-117-544.018	COMPUTER SOFTWARE	0	900,000	0	
0595-117-551.000	TRAVEL & MEETINGS	1,937	0	0	
		-----	-----	-----	
TOTAL	ERP IMPLEMENTATION	99,937	2,850,000	920,000	
TOTAL	DATA PROCESSING	1,753,565	4,250,000	2,350,000	
TOTAL	INSTITUT. SUPPORT	1,784,129	4,283,000	2,383,000	
TOTAL	AUX. ENTERPRISES	14,085,885	19,165,056	16,886,386	

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RESTRICT. PURP. FUND REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STATE GOVT SOURCES				
0616-517-421.000	ICCB STATE GRANTS	369,195	400,000	393,530
0616-519-421.000	ICCB STATE GRANTS	761,915	800,000	816,440
0619-932-421.000	ICCB STATE GRANTS	114,827	75,000	70,000
0634-314-421.000	ICCB STATE GRANTS	1,674,849	0	0
0613-516-423.001	I.S.B.E. VOC. EDU. REV.	13,999	0	29,800
0611-030-429.000	OTHER STATE SOURCES	10,000	0	0
0611-045-429.000	OTHER STATE SOURCES	7,339	0	0
0611-049-429.000	OTHER STATE SOURCES	15,274	0	0
0630-009-429.000	OTHER STATE SOURCES	0	0	36,125
0642-000-429.000	OTHER STATE SOURCES	0	0	26,454
0642-476-429.000	OTHER STATE SOURCES	76,019	84,621	79,595
0699-800-429.000	OTHER STATE SOURCES	38,535,000	20,000,000	20,000,000
TOTAL STATE GOVT SOURCES		41,578,417	21,359,621	21,451,944
FED GOVT SOURCES				
0616-513-431.000	DEPT OF EDUCATION	536,750	600,000	583,560
0616-516-431.000	DEPT OF EDUCATION	45,000	45,000	45,000
0619-959-431.000	DEPT OF EDUCATION	141,258	0	0
0619-960-431.000	DEPT OF EDUCATION	214,759	0	0
0619-961-431.000	DEPT OF EDUCATION	0	425,979	0
0641-403-431.000	DEPT OF EDUCATION	0	0	240,000
0641-410-431.000	DEPT OF EDUCATION	48,059	0	0
0641-411-431.000	DEPT OF EDUCATION	200,305	0	0
0641-412-431.000	DEPT OF EDUCATION	0	240,000	0
0663-070-431.000	DEPT OF EDUCATION	26,920	89,769	0
0663-072-431.000	DEPT OF EDUCATION	0	0	89,769
0634-305-431.003	PELL ADMIN EXP	37,390	0	0
0634-305-431.305	DOE INCOME - PELL	11,891,262	15,000,000	15,000,000
0634-306-431.306	DOE INCOME - SEOG	236,377	300,000	252,813
0634-308-431.308	DIRECT LOAN REVENUE	4,604,059	10,000,000	10,000,000
0619-550-431.528	PROJ ADV REV	59,712	0	0
0619-551-431.528	PROJ ADV REV	314,802	0	0
0619-552-431.528	PROJ ADV REV	0	378,361	0
0630-010-431.528	PROJ ADV REV	0	0	435,171

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	RESTRICT. PURP. FUND REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
FED GOVT SOURCES				
0613-009-431.949	PERKINS REVENUE	0	0	659,885
0614-949-431.949	PERKINS REVENUE	408,792	510,391	0
0614-951-431.949	PERKINS REVENUE	23,132	50,000	0
0649-001-432.000	DEPARTMENT OF LABOR REVENUE	0	0	45,853
0642-503-432.509	DEPT OF LABOR WIA REVENUE	270,174	215,352	224,325
0642-505-432.509	DEPT OF LABOR WIA REVENUE	319,827	308,434	307,029
0642-616-432.509	DEPT OF LABOR WIA REVENUE	181,301	181,402	169,237
0642-631-432.509	DEPT OF LABOR WIA REVENUE	1,360,546	1,657,460	1,314,719
0642-633-432.509	DEPT OF LABOR WIA REVENUE	0	0	9,554
0634-301-433.001	FEDERAL WORK STUDY	39,078	100,800	50,000
0634-303-433.001	FEDERAL WORK STUDY	139,163	149,200	182,863
0634-303-433.002	REV CWS PRIOR YR	17,637	0	0
0641-110-433.300	REVENUE DEPT OF HUMAN SERVICES	55,070	0	0
0614-968-439.000	OTHER FED. GOVT	2,042	0	0
0632-311-439.000	OTHER FED. GOVT	4,055	0	0
0642-443-439.000	OTHER FED. GOVT	27,166	0	0
0618-553-439.004	GENERAL FUND INC 10%	19,668	0	0
0619-034-439.010	NATL. SCIENCE FOUND.--REV.	11,213	0	0
0619-047-439.010	NATL. SCIENCE FOUND.--REV.	56,770	0	0
0619-049-439.010	NATL. SCIENCE FOUND.--REV.	55,664	0	0
0619-050-439.010	NATL. SCIENCE FOUND.--REV.	0	139,538	0
0619-051-439.010	NATL. SCIENCE FOUND.--REV.	0	0	138,881
0640-400-439.204	SBDC REVENUE	0	0	80,000
		-----	-----	-----
TOTAL	FED GOVT SOURCES	21,347,951	30,391,686	29,828,659
NON-GOVT GIFTS, GRNT				
0610-965-481.000	NONGOVERNMENTAL GIFTS/GRTS	28,078	0	30,000
0619-042-481.000	NONGOVERNMENTAL GIFTS/GRTS	431	0	0
0619-043-481.000	NONGOVERNMENTAL GIFTS/GRTS	1,200	0	0
0619-044-481.000	NONGOVERNMENTAL GIFTS/GRTS	26,818	0	0
0619-045-481.000	NONGOVERNMENTAL GIFTS/GRTS	1,168	0	0
0619-048-481.000	NONGOVERNMENTAL GIFTS/GRTS	20,996	0	0
0619-053-481.000	NONGOVERNMENTAL GIFTS/GRTS	4,550	0	0
0619-054-481.000	NONGOVERNMENTAL GIFTS/GRTS	5,000	0	0

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RESTRICT. PURP. FUND REVENUES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
NON-GOVT GIFTS, GRNT				
0619-057-481.000	NONGOVERNMENTAL GIFTS/GRTS	5,300	0	0
0664-564-481.000	NONGOVERNMENTAL GIFTS/GRTS	15,117	0	0
0696-963-481.000	NONGOVERNMENTAL GIFTS/GRTS	157,825	168,638	166,090
		-----	-----	-----
TOTAL	NON-GOVT GIFTS, GRNT	266,483	168,638	196,090
OTHER REVENUES				
0634-304-499.000	OTHER REVENUE	3,705	3,000	0
0610-009-499.017	AWARDS FOR EXCELLENCE	22,735	0	0
0610-017-499.017	AWARDS FOR EXCELLENCE	10,835	0	0
0618-553-499.017	AWARDS FOR EXCELLENCE	399	0	0
0621-102-499.017	AWARDS FOR EXCELLENCE	4,321	0	0
0635-305-499.017	AWARDS FOR EXCELLENCE	2,580	0	0
0695-116-499.017	AWARDS FOR EXCELLENCE	710	0	0
0682-112-499.063	COLLECTIONS-MISC. REVENUE	3,851	20,000	20,000
		-----	-----	-----
TOTAL	OTHER REVENUES	49,136	23,000	20,000
TRANS FROM OTHER FUNDS				
0696-963-720.001	TRANS FROM ED FUND	491,582	544,286	518,650
		-----	-----	-----
TOTAL	TRANS FROM OTHER FUNDS	491,582	544,286	518,650
TOTAL	RESTRICT. PURP. FUND	63,733,569	52,487,231	52,015,343

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
INSTRUCTION					
NATURAL SCI & P.E.					
0610-009-586.027		EQUIP AWARDS FOR EXCELLENCE	22,735	0	0
	TOTAL	NATURAL SCI & P.E.	22,735	0	0
NURSING					
0610-017-586.027		EQUIP AWARDS FOR EXCELLENCE	10,835	0	0
	TOTAL	NURSING	10,835	0	0
ART&VERA SMITH ENDOW/T-BDG EQPT P					
0610-965-541.158		TPC NON-CAPITAL EQUIP/TECH FEE	28,078	0	30,000
	TOTAL	ART&VERA SMITH ENDOW/T-BDG EQP	28,078	0	30,000
	TOTAL	INSTRUCTION	61,648	0	30,000
BACCAL-ORIENT TRNSFR					
IBHE NURSE EDUCATOR					
0611-030-519.000		SALARIES-OTHER	10,000	0	0
	TOTAL	IBHE NURSE EDUCATOR	10,000	0	0
IL COOP WORK STUDY FY18					
0611-045-518.157		STUDENT INTERN	144	0	0
	SUBTOTAL	SALARIES	144	0	0
0611-045-532.003		CONTR SVC STIPEND	7,195	0	0
	TOTAL	IL COOP WORK STUDY FY18	7,339	0	0
IL COOP WORK STUDY FY19					
0611-049-518.157		STUDENT INTERN	4,234	0	0
	SUBTOTAL	SALARIES	4,234	0	0
0611-049-531.111		AUDIT SVC GRANT	500	0	0

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
BACCAL-ORIENT TRNSFR					
IL COOP WORK STUDY FY19					
0611-049-532.015	EXTERNAL INTERN		10,540	0	0
			-----	-----	-----
TOTAL	IL COOP WORK STUDY FY19		15,274	0	0
TOTAL	BACCAL-ORIENT TRNSFR		32,613	0	0
GENERAL STUDIES					
PERKINS					
0613-009-511.506	PRO SALARIES - FT SURS		0	0	207,908
0613-009-512.016	SUPPORT SALARIES - PT SURS		0	0	77,206
0613-009-513.016	INSTRUCTOR GRANT/SURS		0	0	21,000
			-----	-----	-----
SUBTOTAL	SALARIES		0	0	306,114
0613-009-521.000	EMPLOYEE BENEFITS		0	0	113,389
0613-009-590.000	OTHER EXPENDITURES		0	0	240,382
			-----	-----	-----
TOTAL	PERKINS		0	0	659,885
IL GAST GRANT AGRICULTURAL EDU					
0613-516-539.401	STUDENT STIPENDS		10,480	0	22,200
0613-516-592.000	HONORS SCHOLARSHIP		3,519	0	7,600
			-----	-----	-----
TOTAL	IL GAST GRANT AGRICULTURAL EDU		13,999	0	29,800
TOTAL	GENERAL STUDIES		13,999	0	689,685
EVENING SCHOOL					
CARL PERKINS					
0614-949-512.016	SUPPORT SALARIES - PT SURS		0	41,633	0
0614-949-512.116	P.T. PROF TECH GRNT/SURS		10,933	0	0
0614-949-513.016	INSTRUCTOR GRANT/SURS		60,040	0	0
0614-949-515.126	COUNSELOR PART TIME FALL/SP GR		15,723	0	0
0614-949-519.116	P.T. SUP STAFF SURS		41,038	0	0
			-----	-----	-----
SUBTOTAL	SALARIES		127,734	41,633	0

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INSTRUCTION					
EVENING SCHOOL					
CARL PERKINS					
0614-949-521.000	EMPLOYEE BENEFITS	10,867	0	0	
0614-949-530.000	CONTRACTUAL SERVICE	3,605	0	0	
0614-949-532.414	CONTR SVC - CHILD CARE	2,187	0	0	
0614-949-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	117,092	468,758	0	
0614-949-544.018	COMPUTER SOFTWARE	33,370	0	0	
0614-949-553.020	TRAVEL - ADMIN	8,834	0	0	
0614-949-586.000	EQUIP-INSTRUCTIONAL	105,104	0	0	
TOTAL CARL PERKINS		408,793	510,391	0	
CTE - PERKINS LEADERSHIP					
0614-951-519.046	SALARY OTHER/SURS	2,200	24,000	0	
SUBTOTAL SALARIES		2,200	24,000	0	
0614-951-521.000	EMPLOYEE BENEFITS	315	3,418	0	
0614-951-530.000	CONTRACTUAL SERVICE	11,000	11,000	0	
0614-951-532.000	CONTR SVC CONSULTANT	1,015	1,015	0	
0614-951-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	0	567	0	
0614-951-553.010	TRAINING	7,500	7,500	0	
0614-951-599.000	INDIRECT COST-LOCAL	1,102	2,500	0	
TOTAL CTE - PERKINS LEADERSHIP		23,132	50,000	0	
SPECIAL POPULATIONS GRANT					
0614-968-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	2,042	0	0	
TOTAL SPECIAL POPULATIONS GRANT		2,042	0	0	
TOTAL EVENING SCHOOL		433,967	560,391	0	



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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
SUMMER SCHOOL				
ADULT ED FEDERAL BASIC				
0616-513-511.506	PRO SALARIES - FT SURS	0	39,137	40,115
0616-513-512.006	SUPPORT SALARIES - FT SURS	0	45,503	47,089
0616-513-512.016	SUPPORT SALARIES - PT SURS	69,887	0	0
0616-513-514.016	INSTR PT GRANT/SURS	338,024	316,457	325,950
0616-513-516.006	CLERICAL SALARIES - FT SURS	0	0	14,943
0616-513-516.016	CLERICAL SALARIES - PT SURS	0	20,198	12,056
0616-513-516.116	P.T. CLERICAL GRNT SURS	13,258	0	0
0616-513-519.001	OTHER PART TIME	10,814	0	0
0616-513-519.006	SAL. OTHER/MENTOR	12,043	20,000	12,500
SUBTOTAL SALARIES		444,026	441,295	452,653
0616-513-521.000	EMPLOYEE BENEFITS	57,449	84,255	83,011
0616-513-543.111	INSTR SUPPLIES GRNT	2,682	34,650	22,096
0616-513-549.999	SUPPLIES/OTHER	26,518	30,000	16,000
0616-513-551.007	STUDENT TRANSPORTATION	308	1,800	1,800
0616-513-590.000	OTHER EXPENDITURES	5,768	8,000	8,000
TOTAL ADULT ED FEDERAL BASIC		536,751	600,000	583,560
ADULT ED FEDERAL IEL/CE				
0616-516-511.506	PRO SALARIES - FT SURS	0	0	5,500
0616-516-513.016	INSTRUCTOR GRANT/SURS	7,955	6,523	0
0616-516-513.026	FT FAC. OVERLOAD GRNT/SURS	18,774	0	0
0616-516-513.100	P.T. FAC - FALL/SPRG	60	0	0
0616-516-514.016	INSTR PT GRANT/SURS	10,710	24,355	25,086
0616-516-519.017	STAFF TRAINING/WORKSHOP	0	0	2,000
SUBTOTAL SALARIES		37,499	30,878	32,586
0616-516-521.000	EMPLOYEE BENEFITS	4,927	7,269	6,620
0616-516-543.111	INSTR SUPPLIES GRNT	585	4,853	5,794
0616-516-561.000	RENTAL-FACILITIES	1,989	2,000	0

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
SUMMER SCHOOL				
ADULT ED FEDERAL IEL/CE				
TOTAL	ADULT ED FEDERAL IEL/CE	45,000	45,000	45,000
ADULT ED STATE PERFORMANCE				
0616-517-512.000	SUPPORT SALARIES - FT	0	53,532	34,805
0616-517-512.005	PROF/TECH LITERACY SERVICES	50,834	0	0
0616-517-514.011	INSTR SALARIES P.T.	130	0	0
0616-517-516.000	CLERICAL SALARIES - FT	0	39,876	63,884
0616-517-516.010	CLERICAL SALARIES - FT SURS	0	13,160	0
0616-517-516.015	OFFICE STAFF DATA/INFORMATION	47,278	0	0
0616-517-516.110	P.T. CLERICAL	14,002	0	0
0616-517-519.000	SALARIES-OTHER	5,208	20,760	5,933
0616-517-519.001	OTHER PART TIME	25,430	0	25,750
0616-517-519.017	STAFF TRAINING/WORKSHOP	16,443	10,000	10,000
SUBTOTAL	SALARIES	159,325	137,328	140,372
0616-517-521.000	EMPLOYEE BENEFITS	54,992	45,168	34,064
0616-517-541.000	OFFICE SUPPLIES	1,116	12,000	15,000
0616-517-543.000	INSTRUCTIONAL SUPPLIES	73,189	98,504	94,500
0616-517-549.999	SUPPLIES/OTHER	15,115	10,000	16,594
0616-517-551.007	STUDENT TRANSPORTATION	5,986	35,000	25,000
0616-517-551.011	PROFESSIONAL DEVEL.	13,200	15,000	15,000
0616-517-553.020	TRAVEL - ADMIN	2,740	5,000	6,000
0616-517-561.000	RENTAL-FACILITIES	11,510	12,000	12,000
0616-517-599.470	TUITION EXPENSE	32,021	30,000	35,000
TOTAL	ADULT ED STATE PERFORMANCE	369,194	400,000	393,530
ADULT ED STATE BASIC				
0616-519-511.111	ADMIN. SAL.-GRANT	12,733	0	0
0616-519-511.500	PRO SALARIES - FT	0	65,227	83,415
0616-519-512.000	SUPPORT SALARIES - FT	89,619	78,885	72,448
0616-519-513.000	INSTRUCTIONAL (F.T.)	64,447	0	0

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
SUMMER SCHOOL					
ADULT ED STATE BASIC					
0616-519-514.011	INSTR SALARIES P.T.		499,429	441,282	489,315
0616-519-516.000	CLERICAL SALARIES - FT		10,760	20,771	21,600
0616-519-516.010	CLERICAL SALARIES - FT SURS		0	11,424	12,056
0616-519-519.001	OTHER PART TIME		2,505	10,000	10,000
0616-519-519.017	STAFF TRAINING/WORKSHOP		3,736	10,000	10,000
			-----	-----	-----
	SUBTOTAL SALARIES		683,229	637,589	698,834
0616-519-521.000	EMPLOYEE BENEFITS		42,392	55,630	64,744
0616-519-543.111	INSTR SUPPLIES GRNT		9,393	58,781	10,000
0616-519-549.999	SUPPLIES/OTHER		12,216	10,000	9,862
0616-519-551.011	PROFESSIONAL DEVEL.		8,164	10,000	10,000
0616-519-561.000	RENTAL-FACILITIES		6,521	8,000	3,000
0616-519-599.470	TUITION EXPENSE		0	20,000	20,000
			-----	-----	-----
	TOTAL ADULT ED STATE BASIC		761,915	800,000	816,440
	TOTAL SUMMER SCHOOL		1,712,860	1,845,000	1,838,530
ADMINISTRATION					
PROJECT ACHIEVE OTHER					
0618-553-551.028	CONF/MTG FUNDS FOR EXCELL		399	0	0
0618-553-599.000	INDIRECT COST-LOCAL		19,668	0	0
			-----	-----	-----
	TOTAL PROJECT ACHIEVE OTHER		20,067	0	0
	TOTAL ADMINISTRATION		20,067	0	0
OTHER					
ACADEMIC & ADM EQUIP					
0619-028-581.000	SITE ACQUISITION		261,123	0	0
			-----	-----	-----
	TOTAL ACADEMIC & ADM EQUIP		261,123	0	0

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
OTHER					
ISU NOYCE SCHOLARSHIPS STEM					
0619-034-511.016	ADMIN SALARIES - PT SURS		2,875	0	0
0619-034-514.011	INSTR SALARIES P.T.		3,960	0	0
			-----	-----	-----
	SUBTOTAL SALARIES		6,835	0	0
0619-034-521.000	EMPLOYEE BENEFITS		845	0	0
0619-034-599.000	INDIRECT COST-LOCAL		3,533	0	0
			-----	-----	-----
	TOTAL ISU NOYCE SCHOLARSHIPS STEM		11,213	0	0
FEED A BEE					
0619-042-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT		431	0	0
			-----	-----	-----
	TOTAL FEED A BEE		431	0	0
ECOLAB STEM AMBASSADORS PROGR					
0619-043-513.016	INSTRUCTOR GRANT/SURS		1,052	0	0
			-----	-----	-----
	SUBTOTAL SALARIES		1,052	0	0
0619-043-521.000	EMPLOYEE BENEFITS		148	0	0
			-----	-----	-----
	TOTAL ECOLAB STEM AMBASSADORS PROGR		1,200	0	0
FY19 Constellation E2 Energy					
0619-044-512.126	PT SUPPORT LAB ASST		3,130	0	0
0619-044-513.016	INSTRUCTOR GRANT/SURS		4,165	0	0
			-----	-----	-----
	SUBTOTAL SALARIES		7,295	0	0
0619-044-521.000	EMPLOYEE BENEFITS		609	0	0
0619-044-543.000	INSTRUCTIONAL SUPPLIES		18,914	0	0
			-----	-----	-----
	TOTAL FY19 Constellation E2 Energy		26,818	0	0

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
OTHER				
BEST BUY GRANT				
0619-045-518.010	STUDENT EMPLOYEES	150	0	0
0619-045-519.026	SAL OTH - INST SEMINARS	450	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	600	0	0
0619-045-521.000	EMPLOYEE BENEFITS	74	0	0
0619-045-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	493	0	0
		-----	-----	-----
	TOTAL BEST BUY GRANT	1,167	0	0
NSF S-STEM				
0619-047-512.016	SUPPORT SALARIES - PT SURS	3,000	0	0
0619-047-513.016	INSTRUCTOR GRANT/SURS	8,244	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	11,244	0	0
0619-047-521.000	EMPLOYEE BENEFITS	1,649	0	0
0619-047-539.401	STUDENT STIPENDS	9,750	0	0
0619-047-551.005	STUDENT TRAVEL	196	0	0
0619-047-592.001	SCHLRSHPS OTHR AWRDS	28,000	0	0
0619-047-599.000	INDIRECT COST-LOCAL	5,931	0	0
		-----	-----	-----
	TOTAL NSF S-STEM	56,770	0	0
FY18 CONSTELLATION ENERGY 2 ED				
0619-048-512.126	PT SUPPORT LAB ASST	1,675	0	0
0619-048-513.016	INSTRUCTOR GRANT/SURS	4,410	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	6,085	0	0
0619-048-521.000	EMPLOYEE BENEFITS	282	0	0
0619-048-540.000	SUPPLIES	3,185	0	0
0619-048-543.000	INSTRUCTIONAL SUPPLIES	11,444	0	0
		-----	-----	-----
	TOTAL FY18 CONSTELLATION ENERGY 2 ED	20,996	0	0

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION				
OTHER				
NSF S-STEM YEAR 2				
0619-049-512.016	SUPPORT SALARIES - PT SURS	3,375	0	0
0619-049-513.016	INSTRUCTOR GRANT/SURS	3,779	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	7,154	0	0
0619-049-521.000	EMPLOYEE BENEFITS	1,021	0	0
0619-049-532.000	CONTR SVC CONSULTANT	2,000	0	0
0619-049-539.401	STUDENT STIPENDS	9,750	0	0
0619-049-592.001	SCHLRSHPS OTHR AWRDS	32,000	0	0
0619-049-599.000	INDIRECT COST-LOCAL	3,740	0	0
		-----	-----	-----
	TOTAL NSF S-STEM YEAR 2	55,665	0	0
NSF S-STEM YEAR 3				
0619-050-513.016	INSTRUCTOR GRANT/SURS	0	8,577	0
0619-050-519.046	SALARY OTHER/SURS	0	6,000	0
		-----	-----	-----
	SUBTOTAL SALARIES	0	14,577	0
0619-050-521.000	EMPLOYEE BENEFITS	0	4,011	0
0619-050-532.000	CONTR SVC CONSULTANT	0	2,000	0
0619-050-539.401	STUDENT STIPENDS	0	12,000	0
0619-050-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	0	1,400	0
0619-050-542.000	PRINTING	0	1,000	0
0619-050-551.000	TRAVEL & MEETINGS	0	8,000	0
0619-050-551.005	STUDENT TRAVEL	0	2,700	0
0619-050-592.001	SCHLRSHPS OTHR AWRDS	0	85,300	0
0619-050-599.000	INDIRECT COST-LOCAL	0	8,550	0
		-----	-----	-----
	TOTAL NSF S-STEM YEAR 3	0	139,538	0

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTRUCTION					
OTHER					
NSF S-STEM YEAR 4					
0619-051-513.016	INSTRUCTOR GRANT/SURS	0	0	14,748	
		-----	-----	-----	
	SUBTOTAL SALARIES	0	0	14,748	
0619-051-521.000	EMPLOYEE BENEFITS	0	0	4,074	
0619-051-532.000	CONTR SVC CONSULTANT	0	0	2,000	
0619-051-539.401	STUDENT STIPENDS	0	0	12,000	
0619-051-541.005	SUPPLIES/NON-CAPITAL EQUIPMENT	0	0	1,400	
0619-051-542.000	PRINTING	0	0	1,000	
0619-051-551.000	TRAVEL & MEETINGS	0	0	7,000	
0619-051-551.005	STUDENT TRAVEL	0	0	2,700	
0619-051-592.001	SCHLRSHPS OTHR AWRDS	0	0	85,300	
0619-051-599.000	INDIRECT COST-LOCAL	0	0	8,659	
		-----	-----	-----	
	TOTAL NSF S-STEM YEAR 4	0	0	138,881	
DART FOUNDATION STEM FY19					
0619-053-543.000	INSTRUCTIONAL SUPPLIES	4,550	0	0	
		-----	-----	-----	
	TOTAL DART FOUNDATION STEM FY19	4,550	0	0	
UNION PACIFIC GRANT					
0619-054-513.016	INSTRUCTOR GRANT/SURS	4,800	0	0	
		-----	-----	-----	
	SUBTOTAL SALARIES	4,800	0	0	
0619-054-521.000	EMPLOYEE BENEFITS	200	0	0	
		-----	-----	-----	
	TOTAL UNION PACIFIC GRANT	5,000	0	0	
CYBER CAFE					
0619-057-586.000	EQUIP-INSTRUCTIONAL	5,300	0	0	
		-----	-----	-----	
	TOTAL CYBER CAFE	5,300	0	0	

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INSTRUCTION				
OTHER				
PROJECT ACHIEVE FYX8				
0619-550-511.016	ADMIN SALARIES - PT SURS	14,011	0	0
0619-550-512.016	SUPPORT SALARIES - PT SURS	11,659	0	0
0619-550-516.016	CLERICAL SALARIES - PT SURS	8,492	0	0
SUBTOTAL SALARIES		34,162	0	0
0619-550-521.000	EMPLOYEE BENEFITS	17,483	0	0
0619-550-541.000	OFFICE SUPPLIES	952	0	0
0619-550-542.010	PRNT XEROX CHRGS ALL	31	0	0
0619-550-543.111	INSTR SUPPLIES GRNT	2,527	0	0
0619-550-551.111	TRVL/MTG-GRANT	760	0	0
0619-550-590.000	OTHER EXPENDITURES	3,798	0	0
TOTAL PROJECT ACHIEVE FYX8		59,713	0	0
PROJECT ACHIEVE FYX9				
0619-551-511.016	ADMIN SALARIES - PT SURS	53,751	0	0
0619-551-512.016	SUPPORT SALARIES - PT SURS	80,332	0	0
0619-551-513.016	INSTRUCTOR GRANT/SURS	300	0	0
0619-551-516.016	CLERICAL SALARIES - PT SURS	40,575	0	0
0619-551-519.016	F.T. TUTOR SALARIES GRANT	2,286	0	0
SUBTOTAL SALARIES		177,244	0	0
0619-551-521.000	EMPLOYEE BENEFITS	99,711	0	0
0619-551-532.000	CONTR SVC CONSULTANT	375	0	0
0619-551-541.000	OFFICE SUPPLIES	3,506	0	0
0619-551-542.010	PRNT XEROX CHRGS ALL	1,243	0	0
0619-551-543.111	INSTR SUPPLIES GRNT	1,703	0	0
0619-551-544.111	POSTAGE - GRANT	23	0	0
0619-551-546.011	MEMBERSHIP DUES	3,998	0	0
0619-551-551.111	TRVL/MTG-GRANT	14,999	0	0
0619-551-599.227	STUDENT SUPPLEMENTAL	12,000	0	0



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INSTRUCTION				
OTHER				
PROJECT ACHIEVE FYX9				
TOTAL PROJECT ACHIEVE FYX9		314,802	0	0
PROJECT ACHIEVE FYx0				
0619-552-511.506	PRO SALARIES - FT SURS	0	129,925	0
0619-552-512.006	SUPPORT SALARIES - FT SURS	0	45,436	0
0619-552-516.006	CLERICAL SALARIES - FT SURS	0	50,045	0
0619-552-519.016	F.T. TUTOR SALARIES GRANT	0	28,574	0
SUBTOTAL SALARIES		0	253,980	0
0619-552-521.000	EMPLOYEE BENEFITS	0	124,381	0
TOTAL PROJECT ACHIEVE FYx0		0	378,361	0
EARLY SCH LEAVERS				
0619-932-511.500	PRO SALARIES - FT	0	19,568	20,058
0619-932-512.000	SUPPORT SALARIES - FT	24,525	0	0
0619-932-512.110	P.T. PROF TECH	16,874	0	0
0619-932-514.011	INSTR SALARIES P.T.	24,808	11,088	11,088
0619-932-516.000	CLERICAL SALARIES - FT	18,046	19,105	19,869
SUBTOTAL SALARIES		84,253	49,761	51,015
0619-932-521.000	EMPLOYEE BENEFITS	18,021	15,230	16,087
0619-932-543.000	INSTRUCTIONAL SUPPLIES	5,718	9,509	2,000
0619-932-551.000	TRAVEL & MEETINGS	1,986	500	898
0619-932-551.007	STUDENT TRANSPORTATION	4,850	0	0
TOTAL EARLY SCH LEAVERS		114,828	75,000	70,000

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INSTRUCTION				
OTHER				
TITLE III PROGRESSIVE PATH YR3				
0619-959-512.016	SUPPORT SALARIES - PT SURS	27,645	0	0
0619-959-513.016	INSTRUCTOR GRANT/SURS	13,534	0	0
0619-959-516.116	P.T. CLERICAL GRNT SURS	5,549	0	0
		-----	-----	-----
SUBTOTAL SALARIES		46,728	0	0
0619-959-521.000	EMPLOYEE BENEFITS	12,520	0	0
0619-959-532.111	CONT SVC CONSULTANT	1,700	0	0
0619-959-541.000	OFFICE SUPPLIES	20	0	0
0619-959-544.018	COMPUTER SOFTWARE	65,805	0	0
0619-959-549.101	ASSESSMENT FEE	14,255	0	0
0619-959-551.000	TRAVEL & MEETINGS	230	0	0
		-----	-----	-----
TOTAL TITLE III PROGRESSIVE PATH YR3		141,258	0	0
TITLE III PROGRESSIVE PATH YR4				
0619-960-512.016	SUPPORT SALARIES - PT SURS	44,130	0	0
0619-960-513.016	INSTRUCTOR GRANT/SURS	54,101	0	0
0619-960-516.116	P.T. CLERICAL GRNT SURS	14,951	0	0
		-----	-----	-----
SUBTOTAL SALARIES		113,182	0	0
0619-960-521.000	EMPLOYEE BENEFITS	27,427	0	0
0619-960-532.111	CONT SVC CONSULTANT	31,547	0	0
0619-960-532.114	THIRD PARTY EVALUATR	8,000	0	0
0619-960-541.000	OFFICE SUPPLIES	2,753	0	0
0619-960-544.018	COMPUTER SOFTWARE	16,676	0	0
0619-960-549.101	ASSESSMENT FEE	14,255	0	0
0619-960-551.000	TRAVEL & MEETINGS	919	0	0
		-----	-----	-----
TOTAL TITLE III PROGRESSIVE PATH YR4		214,759	0	0

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INSTRUCTION					
OTHER					
TITLE III PROGR PATH YR 5					
0619-961-511.506	PRO SALARIES - FT SURS	0	46,933	0	
0619-961-513.016	INSTRUCTOR GRANT/SURS	0	186,211	0	
0619-961-516.016	CLERICAL SALARIES - PT SURS	0	24,233	0	
		-----	-----	-----	
	SUBTOTAL SALARIES	0	257,377	0	
0619-961-521.000	EMPLOYEE BENEFITS	0	42,847	0	
0619-961-532.111	CONT SVC CONSULTANT	0	85,500	0	
0619-961-532.114	THIRD PARTY EVALUATR	0	10,000	0	
0619-961-541.000	OFFICE SUPPLIES	0	2,000	0	
0619-961-549.101	ASSESSMENT FEE	0	14,255	0	
0619-961-551.000	TRAVEL & MEETINGS	0	14,000	0	
		-----	-----	-----	
	TOTAL TITLE III PROGR PATH YR 5	0	425,979	0	
	TOTAL OTHER	1,295,593	1,018,878	208,881	
	TOTAL INSTRUCTION	3,570,747	3,424,269	2,767,096	
LIBRARY CENTER					
LIBRARY CENTER					
LIBRARY					
0621-102-586.027	EQUIP AWARDS FOR EXCELLENCE	4,321	0	0	
		-----	-----	-----	
	TOTAL LIBRARY	4,321	0	0	
	TOTAL LIBRARY CENTER	4,321	0	0	
	TOTAL ACADEMIC SUPPORT	4,321	0	0	

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES				
STUDENT SERVICES				
IL COOP WORK STUDY FY21				
0630-009-518.157	STUDENT INTERN	0	0	4,800
		-----	-----	-----
	SUBTOTAL SALARIES	0	0	4,800
0630-009-530.000	CONTRACTUAL SERVICE	0	0	30,825
0630-009-531.111	AUDIT SVC GRANT	0	0	500
		-----	-----	-----
	TOTAL IL COOP WORK STUDY FY21	0	0	36,125
PROJECT ACHIEVE FYX1				
0630-010-511.506	PRO SALARIES - FT SURS	0	0	133,460
0630-010-512.006	SUPPORT SALARIES - FT SURS	0	0	47,568
0630-010-512.016	SUPPORT SALARIES - PT SURS	0	0	28,764
0630-010-516.006	CLERICAL SALARIES - FT SURS	0	0	52,394
		-----	-----	-----
	SUBTOTAL SALARIES	0	0	262,186
0630-010-521.000	EMPLOYEE BENEFITS	0	0	127,618
0630-010-530.000	CONTRACTUAL SERVICE	0	0	2,000
0630-010-540.000	SUPPLIES	0	0	563
0630-010-546.011	MEMBERSHIP DUES	0	0	1,939
0630-010-551.000	TRAVEL & MEETINGS	0	0	4,000
0630-010-599.000	INDIRECT COST-LOCAL	0	0	31,865
0630-010-599.227	STUDENT SUPPLEMENTAL	0	0	5,000
		-----	-----	-----
	TOTAL PROJECT ACHIEVE FYX1	0	0	435,171
	TOTAL STUDENT SERVICES	0	0	471,296

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES					
COUNSELING & TESTING					
BULLETPROOF VEST PARTNER FY17					
0632-311-543.801		SUPPLIES-UNIFORMS	4,055	0	0
	TOTAL	BULLETPROOF VEST PARTNER FY17	4,055	0	0
	TOTAL	COUNSELING & TESTING	4,055	0	0
FINANCIAL AID					
SCHOLARSHIPS					
0634-100-592.176		STU SERV RECOG AWARD	1,364-	0	0
0634-100-592.178		THEATRE	1,870	0	0
0634-100-592.203		INVESTMENT PROCEEDS	11,986	0	0
0634-100-592.779		JJC MUSIC TALENT SCHLP.	3,670	0	0
	TOTAL	SCHOLARSHIPS	16,162	0	0
FED WK STUDY AMERICA READS					
0634-301-518.020		SAL COLLEGE W.S.	7,437	16,800	10,000
	SUBTOTAL	SALARIES	7,437	16,800	10,000
0634-301-530.000		CONTRACTUAL SERVICE	31,641	84,000	40,000
	TOTAL	FED WK STUDY AMERICA READS	39,078	100,800	50,000
FEDERAL WORK STUDY					
0634-303-518.020		SAL COLLEGE W.S.	139,163	123,010	159,736
	SUBTOTAL	SALARIES	139,163	123,010	159,736
0634-303-592.505		ADMIN EXP 5%	0	26,190	23,127
0634-303-592.555		PRIOR YR CWS ADM EXP	17,637	0	0
	TOTAL	FEDERAL WORK STUDY	156,800	149,200	182,863

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
STUDENT SERVICES					
FINANCIAL AID					
FINANCIAL AID/VETERANS					
0634-304-551.000		TRAVEL & MEETINGS	0	3,000	0
	TOTAL	FINANCIAL AID/VETERANS	0	3,000	0
PELL GRANT					
0634-305-592.574		PRIOR YEAR EXPENSE	261,708	0	0
0634-305-592.575		CURRENT YEAR EXPENSE	11,629,554	15,000,000	15,000,000
0634-305-599.025		PRIOR YEAR EXPENSE	30	0	0
0634-305-599.026		PELL ADMIN ALLOW	37,360	0	0
	TOTAL	PELL GRANT	11,928,652	15,000,000	15,000,000
SEOG INIT. & CONTIN.					
0634-306-592.504		SEOG PRIOR YR EXPENSES	15,677	0	0
0634-306-592.506		SEOG EXP	220,700	300,000	252,813
	TOTAL	SEOG INIT. & CONTIN.	236,377	300,000	252,813
DIRECT LOAN					
0634-308-597.574		PRIOR YEAR EXPENSE	189,744	0	0
0634-308-597.575		CURRENT YEAR EXPENSE	4,414,315	10,000,000	10,000,000
	TOTAL	DIRECT LOAN	4,604,059	10,000,000	10,000,000
MAP RECEIVABLE					
0634-314-592.001		SCHLRSHPS OTHR AWRDS	1,674,849	0	0
	TOTAL	MAP RECEIVABLE	1,674,849	0	0
STUDENT EMERGENCY					
0634-330-545.000		SUPPLIES - BOOKS	2,573	0	0
0634-330-552.590		TRAVEL FOOD EXP	243	0	0
	TOTAL	STUDENT EMERGENCY	2,816	0	0
	TOTAL	FINANCIAL AID	18,658,793	25,553,000	25,485,676

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STUDENT SERVICES					
CAREER SERVICES					
CAREER SERVICES					
0635-305-518.159	STUDENT INTERN/SPECIAL AWARD	2,580	0	0	
		-----	-----	-----	
TOTAL	CAREER SERVICES	2,580	0	0	
TOTAL	CAREER SERVICES	2,580	0	0	
TOTAL	STUDENT SERVICES	18,665,428	25,553,000	25,956,972	
PUBLIC SERVICES					
PUBLIC SERVICES					
SBDC FEDERAL FY20					
0640-400-511.506	PRO SALARIES - FT SURS	0	0	51,944	
0640-400-519.913	SALARY CASH MATCH	0	0	65,000	
0640-400-519.914	JJC SALARY MATCH	0	0	65,000-	
		-----	-----	-----	
SUBTOTAL	SALARIES	0	0	51,944	
0640-400-520.013	FRIN BENE CASH MATCH	0	0	15,000	
0640-400-520.014	JJC FRINGE MATCH	0	0	15,000-	
0640-400-521.000	EMPLOYEE BENEFITS	0	0	28,056	
		-----	-----	-----	
TOTAL	SBDC FEDERAL FY20	0	0	80,000	
TOTAL	PUBLIC SERVICES	0	0	80,000	
COMMUNITY SERVICES					
TANF JOB PLACEMENT					
0641-110-512.016	SUPPORT SALARIES - PT SURS	40,630	0	0	
0641-110-513.016	INSTRUCTOR GRANT/SURS	12,672	0	0	
		-----	-----	-----	
SUBTOTAL	SALARIES	53,302	0	0	
0641-110-521.000	EMPLOYEE BENEFITS	1,768	0	0	
		-----	-----	-----	
TOTAL	TANF JOB PLACEMENT	55,070	0	0	

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PUBLIC SERVICES				
COMMUNITY SERVICES				
EDUC TALENT SEARCH FYx1				
0641-403-511.506	PRO SALARIES - FT SURS	0	0	61,970
0641-403-512.016	SUPPORT SALARIES - PT SURS	0	0	60,724
0641-403-516.016	CLERICAL SALARIES - PT SURS	0	0	22,535
SUBTOTAL SALARIES		0	0	145,229
0641-403-521.000	EMPLOYEE BENEFITS	0	0	31,383
0641-403-530.000	CONTRACTUAL SERVICE	0	0	10,000
0641-403-540.000	SUPPLIES	0	0	3,000
0641-403-542.010	PRNT XEROX CHRGS ALL	0	0	341
0641-403-543.111	INSTR SUPPLIES GRNT	0	0	3,000
0641-403-544.111	POSTAGE - GRANT	0	0	250
0641-403-546.011	MEMBERSHIP DUES	0	0	2,500
0641-403-551.000	TRAVEL & MEETINGS	0	0	8,000
0641-403-599.000	INDIRECT COST-LOCAL	0	0	16,297
0641-403-599.441	STUDENT ACTIVITIES	0	0	20,000
TOTAL EDUC TALENT SEARCH FYx1		0	0	240,000
EDUC TALENT SEARCH FYx8				
0641-410-511.016	ADMIN SALARIES - PT SURS	12,184	0	0
0641-410-512.116	P.T. PROF TECH GRNT/SURS	10,492	0	0
0641-410-516.116	P.T. CLERICAL GRNT SURS	3,579	0	0
0641-410-519.000	SALARIES-OTHER	1,284	0	0
SUBTOTAL SALARIES		27,539	0	0
0641-410-521.000	EMPLOYEE BENEFITS	5,547	0	0
0641-410-532.000	CONTR SVC CONSULTANT	5,000	0	0
0641-410-541.000	OFFICE SUPPLIES	49	0	0
0641-410-542.010	PRNT XEROX CHRGS ALL	275	0	0
0641-410-543.111	INSTR SUPPLIES GRNT	396	0	0
0641-410-551.000	TRAVEL & MEETINGS	75	0	0



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PUBLIC SERVICES				
COMMUNITY SERVICES				
EDUC TALENT SEARCH FYx8				
0641-410-599.000	INDIRECT COST-LOCAL	3,110	0	0
0641-410-599.441	STUDENT ACTIVITIES	6,068	0	0
		-----	-----	-----
TOTAL	EDUC TALENT SEARCH FYx8	48,059	0	0
EDUC TALENT SEARCH FYx9				
0641-411-511.016	ADMIN SALARIES - PT SURS	45,240	0	0
0641-411-512.116	P.T. PROF TECH GRNT/SURS	43,083	0	0
0641-411-516.116	P.T. CLERICAL GRNT SURS	17,695	0	0
0641-411-519.116	P.T. SUP STAFF SURS	1,700	0	0
		-----	-----	-----
SUBTOTAL	SALARIES	107,718	0	0
0641-411-521.000	EMPLOYEE BENEFITS	26,181	0	0
0641-411-541.000	OFFICE SUPPLIES	8,843	0	0
0641-411-542.010	PRNT XEROX CHRGS ALL	345	0	0
0641-411-543.111	INSTR SUPPLIES GRNT	5,929	0	0
0641-411-544.111	POSTAGE - GRANT	549	0	0
0641-411-546.011	MEMBERSHIP DUES	2,073	0	0
0641-411-551.000	TRAVEL & MEETINGS	9,234	0	0
0641-411-599.000	INDIRECT COST-LOCAL	12,907	0	0
0641-411-599.441	STUDENT ACTIVITIES	26,526	0	0
		-----	-----	-----
TOTAL	EDUC TALENT SEARCH FYx9	200,305	0	0
EDUC TALENT SEARCH FYx0				
0641-412-511.506	PRO SALARIES - FT SURS	0	60,329	0
0641-412-512.016	SUPPORT SALARIES - PT SURS	0	59,476	0
0641-412-516.016	CLERICAL SALARIES - PT SURS	0	21,934	0
		-----	-----	-----
SUBTOTAL	SALARIES	0	141,739	0
0641-412-521.000	EMPLOYEE BENEFITS	0	33,449	0
0641-412-532.000	CONTR SVC CONSULTANT	0	5,000	0

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PUBLIC SERVICES				
COMMUNITY SERVICES				
EDUC TALENT SEARCH FYx0				
0641-412-541.000	OFFICE SUPPLIES	0	3,000	0
0641-412-542.010	PRNT XEROX CHRGS ALL	0	2,000	0
0641-412-543.111	INSTR SUPPLIES GRNT	0	4,000	0
0641-412-544.111	POSTAGE - GRANT	0	2,000	0
0641-412-546.011	MEMBERSHIP DUES	0	3,000	0
0641-412-551.000	TRAVEL & MEETINGS	0	10,000	0
0641-412-599.000	INDIRECT COST-LOCAL	0	16,378	0
0641-412-599.441	STUDENT ACTIVITIES	0	19,434	0
TOTAL EDUC TALENT SEARCH FYx0		0	240,000	0
OPPORTUNITIES ICCB GRANT				
0641-702-514.011	INSTR SALARIES P.T.	19,663	0	0
SUBTOTAL SALARIES		19,663	0	0
0641-702-543.000	INSTRUCTIONAL SUPPLIES	3,530	0	0
0641-702-561.000	RENTAL-FACILITIES	3,000	0	0
TOTAL OPPORTUNITIES ICCB GRANT		26,193	0	0
TOTAL COMMUNITY SERVICES		329,627	240,000	240,000
CONTINUING EDUCATION				
PENNY SEVERNS FAMILY GRANT				
0642-000-512.000	SUPPORT SALARIES - FT	0	0	9,448
0642-000-514.011	INSTR SALARIES P.T.	0	0	3,245
SUBTOTAL SALARIES		0	0	12,693
0642-000-521.000	EMPLOYEE BENEFITS	0	0	454
0642-000-540.000	SUPPLIES	0	0	4,007
0642-000-551.000	TRAVEL & MEETINGS	0	0	6,800
0642-000-599.000	INDIRECT COST-LOCAL	0	0	2,500

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
PUBLIC SERVICES					
CONTINUING EDUCATION					
PENNY SEVERNS FAMILY GRANT					
TOTAL PENNY SEVERNS FAMILY GRANT			0	0	26,454
CMVOST FY18 VEHICLE SAFETY TR					
0642-443-590.526	TUITION		27,166	0	0
0642-443-599.023	OTHER CASH MATCH		4,794	0	0
0642-443-599.024	JJC OTHER MATCH		4,794-	0	0
TOTAL CMVOST FY18 VEHICLE SAFETY TR			27,166	0	0
SOS LITERACY					
0642-476-512.000	SUPPORT SALARIES - FT		39,878	40,797	40,040
SUBTOTAL SALARIES			39,878	40,797	40,040
0642-476-521.000	EMPLOYEE BENEFITS		24,002	22,921	6,500
0642-476-541.000	OFFICE SUPPLIES		1,993	2,515	3,000
0642-476-543.000	INSTRUCTIONAL SUPPLIES		6,803	6,740	10,000
0642-476-551.111	TRVL/MTG-GRANT		2,413	2,455	2,455
0642-476-590.000	OTHER EXPENDITURES		5,027	1,500	10,000
0642-476-599.000	INDIRECT COST-LOCAL		0	7,693	7,600
TOTAL SOS LITERACY			80,116	84,621	79,595
WIA WORK READINESS					
0642-503-511.016	ADMIN SALARIES - PT SURS		34,375	0	0
0642-503-511.506	PRO SALARIES - FT SURS		0	35,623	36,425
0642-503-512.006	SUPPORT SALARIES - FT SURS		0	42,991	44,711
0642-503-512.016	SUPPORT SALARIES - PT SURS		42,127	0	0
0642-503-513.016	INSTRUCTOR GRANT/SURS		31,926	0	39,952
0642-503-513.105	SAL INST SEMINAR		38,514	39,951	0
SUBTOTAL SALARIES			146,942	118,565	121,088
0642-503-521.000	EMPLOYEE BENEFITS		58,723	56,279	55,174

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
PUBLIC SERVICES					
CONTINUING EDUCATION					
WIA WORK READINESS					
0642-503-541.000	OFFICE SUPPLIES		2,374	943	943
0642-503-543.089	SEMINAR SUPPLIES		16,265	7,920	7,920
0642-503-544.022	POSTAGE		0	500	500
0642-503-549.100	ASSESSMENT SUPPLIES		41,198	18,145	23,580
0642-503-551.007	STUDENT TRANSPORTATION		28,989	13,000	15,120
TOTAL		WIA WORK READINESS	294,491	215,352	224,325
GRUNDY WIA TITLE 1B					
0642-505-511.016	ADMIN SALARIES - PT SURS		48,819	0	0
0642-505-511.506	PRO SALARIES - FT SURS		0	53,411	60,582
0642-505-512.006	SUPPORT SALARIES - FT SURS		0	26,559	33,146
0642-505-512.016	SUPPORT SALARIES - PT SURS		24,736	30,331	0
0642-505-512.116	P.T. PROF TECH GRNT/SURS		28,122	0	0
0642-505-518.015	SAL-STU EMPLOYEES ADULT		4,766	0	2,988
0642-505-518.017	SAL-STU EMPLOYEES DWAC		9,564	0	828
SUBTOTAL		SALARIES	116,007	110,301	97,544
0642-505-521.000	EMPLOYEE BENEFITS		51,233	47,425	56,038
0642-505-542.000	PRINTING		24	0	0
0642-505-543.059	CLIENT SUPPLIES		10,766	19,350	20,000
0642-505-543.609	DWAC INSTR SUPPLY		4,597	10,400	15,000
0642-505-590.529	ADULT TUITION		84,800	78,650	73,447
0642-505-590.530	DWAC TUITION		52,401	42,308	45,000
TOTAL		GRUNDY WIA TITLE 1B	319,828	308,434	307,029
GRUNDY WIA YOUTH					
0642-616-511.016	ADMIN SALARIES - PT SURS		46,069	0	0
0642-616-511.506	PRO SALARIES - FT SURS		0	49,950	39,136
0642-616-512.006	SUPPORT SALARIES - FT SURS		0	26,559	22,097
0642-616-512.016	SUPPORT SALARIES - PT SURS		24,736	0	0
0642-616-518.010	STUDENT EMPLOYEES		36,054	36,281	36,000

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
PUBLIC SERVICES				
CONTINUING EDUCATION				
GRUNDY WIA YOUTH				
SUBTOTAL SALARIES		106,859	112,790	97,233
0642-616-521.000	EMPLOYEE BENEFITS	47,452	55,464	38,834
0642-616-545.000	SUPPLIES - BOOKS	2,741	4,000	4,000
0642-616-590.532	TUITION OUT OF SCHOOL YOUTH	23,569	8,648	28,170
0642-616-590.536	CLIENT REMEDIAL TRAINING	680	500	1,000
TOTAL GRUNDY WIA YOUTH		181,301	181,402	169,237
WILL CO MY FUTURE-YOUTH				
0642-631-511.016	ADMIN SALARIES - PT SURS	202,101	0	0
0642-631-511.506	PRO SALARIES - FT SURS	0	209,611	154,638
0642-631-512.006	SUPPORT SALARIES - FT SURS	0	200,867	160,704
0642-631-512.016	SUPPORT SALARIES - PT SURS	148,956	0	0
0642-631-512.116	P.T. PROF TECH GRNT/SURS	20,906	0	0
0642-631-513.016	INSTRUCTOR GRANT/SURS	0	0	42,105
0642-631-518.010	STUDENT EMPLOYEES	124,097	181,500	100,000
SUBTOTAL SALARIES		496,060	591,978	457,447
0642-631-521.000	EMPLOYEE BENEFITS	191,913	240,854	175,147
0642-631-539.401	STUDENT STIPENDS	13,313	15,000	20,000
0642-631-541.000	OFFICE SUPPLIES	1,297	2,000	2,000
0642-631-542.000	PRINTING	1,692	3,000	3,000
0642-631-543.000	INSTRUCTIONAL SUPPLIES	87,966	125,096	94,879
0642-631-543.089	SEMINAR SUPPLIES	2,326	7,975	7,000
0642-631-544.011	POSTAGE LOCAL	2	500	246
0642-631-549.100	ASSESSMENT SUPPLIES	9,944	17,675	15,000
0642-631-551.000	TRAVEL & MEETINGS	5,243	10,000	5,000
0642-631-551.007	STUDENT TRANSPORTATION	16,410	30,000	10,000
0642-631-599.470	TUITION EXPENSE	534,380	613,382	525,000
TOTAL WILL CO MY FUTURE-YOUTH		1,360,546	1,657,460	1,314,719

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
PUBLIC SERVICES				
CONTINUING EDUCATION				
GRUNDY TAA CASE MGMT				
0642-633-511.506	PRO SALARIES - FT SURS	0	0	5,969
		-----	-----	-----
	SUBTOTAL SALARIES	0	0	5,969
0642-633-521.000	EMPLOYEE BENEFITS	0	0	3,585
		-----	-----	-----
	TOTAL GRUNDY TAA CASE MGMT	0	0	9,554
	TOTAL CONTINUING EDUCATION	2,263,448	2,447,269	2,130,913
OTHER				
AACC ECCA YR 2				
0649-001-511.506	PRO SALARIES - FT SURS	0	0	7,093
0649-001-513.016	INSTRUCTOR GRANT/SURS	0	0	19,614
		-----	-----	-----
	SUBTOTAL SALARIES	0	0	26,707
0649-001-521.000	EMPLOYEE BENEFITS	0	0	6,856
0649-001-540.000	SUPPLIES	0	0	7,500
0649-001-551.000	TRAVEL & MEETINGS	0	0	4,790
		-----	-----	-----
	TOTAL AACC ECCA YR 2	0	0	45,853
	TOTAL OTHER	0	0	45,853
	TOTAL PUBLIC SERVICES	2,593,075	2,687,269	2,496,766
ORGANIZED RESEARCH				
ORGANIZED RESEARCH				
USGS CARP PROJECT				
0650-001-513.016	INSTRUCTOR GRANT/SURS	10,000	0	0
0650-001-518.157	STUDENT INTERN	4,956	0	0
		-----	-----	-----
	SUBTOTAL SALARIES	14,956	0	0

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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
ORGANIZED RESEARCH				
ORGANIZED RESEARCH				
USGS CARP PROJECT				
0650-001-521.000	EMPLOYEE BENEFITS	1,436	0	0
		-----	-----	-----
TOTAL	USGS CARP PROJECT	16,392	0	0
TOTAL	ORGANIZED RESEARCH	16,392	0	0
TOTAL	ORGANIZED RESEARCH	16,392	0	0
CULTURAL SERIES				
CULTURAL SERIES				
CCAMPIS				
0663-070-512.016	SUPPORT SALARIES - PT SURS	0	21,406	0
0663-070-512.116	P.T. PROF TECH GRNT/SURS	11,243	0	0
		-----	-----	-----
SUBTOTAL	SALARIES	11,243	21,406	0
0663-070-521.000	EMPLOYEE BENEFITS	1,545	3,097	0
0663-070-532.414	CONTR SVC - CHILD CARE	9,187	64,000	0
0663-070-542.000	PRINTING	1,242	0	0
0663-070-553.000	TRAVEL	2,790	1,266	0
0663-070-586.000	EQUIP-INSTRUCTIONAL	913	0	0
		-----	-----	-----
TOTAL	CCAMPIS	26,920	89,769	0
CCAMPIS YR 3				
0663-072-512.016	SUPPORT SALARIES - PT SURS	0	0	23,999
		-----	-----	-----
SUBTOTAL	SALARIES	0	0	23,999
0663-072-521.000	EMPLOYEE BENEFITS	0	0	3,396
0663-072-532.414	CONTR SVC - CHILD CARE	0	0	57,600
0663-072-540.000	SUPPLIES	0	0	1,274
0663-072-542.000	PRINTING	0	0	1,500

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	RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INDEPENDENT OPERAT. CULTURAL SERIES CCAMPIS YR 3 0663-072-551.000	TRAVEL & MEETINGS	0	0	2,000
		-----	-----	-----
TOTAL	CCAMPIS YR 3	0	0	89,769
TOTAL	CULTURAL SERIES	26,920	89,769	89,769
ATHLETICS ATHLETICS 0664-564-584.558	EQUIPMENT	15,117	0	0
		-----	-----	-----
TOTAL	ATHLETICS	15,117	0	0
TOTAL	ATHLETICS	15,117	0	0
TOTAL	INDEPENDENT OPERAT.	42,037	89,769	89,769
BUSINESS OFFICE BUSINESS OFFICE FINANCIAL SERVICES 0682-112-535.000	LEGAL SERVICES	9,784	20,000	20,000
		-----	-----	-----
TOTAL	FINANCIAL SERVICES	9,784	20,000	20,000
TOTAL	BUSINESS OFFICE	9,784	20,000	20,000
TOTAL	GENERAL ADMINISTRAT.	9,784	20,000	20,000
DATA PROCESSING DATA PROCESSING TECHNOLOGY ACTION PLAN 0695-116-587.027	FUNDS FOR EXCELLENCE	710	0	0
		-----	-----	-----
TOTAL	TECHNOLOGY ACTION PLAN	710	0	0
TOTAL	DATA PROCESSING	710	0	0



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RESTRICT. PURP. FUND EXPENSES		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT				
INSTITUT. ADVANCEMNT				
INSTITUTIONAL ADVANCEMENT				
0696-963-511.000	ADMIN SALARIES - FT	126,043	155,492	133,715
0696-963-511.006	ADMIN SALARIES - FT SURS	0	24,000	24,000
0696-963-511.016	ADMIN SALARIES - PT SURS	117,721	0	0
0696-963-511.500	PRO SALARIES - FT	0	87,217	77,566
0696-963-511.506	PRO SALARIES - FT SURS	0	102,982	101,248
0696-963-512.000	SUPPORT SALARIES - FT	170,256	101,945	106,023
0696-963-512.110	P.T. PROF TECH	29,729	32,648	33,950
0696-963-519.024	OVERTIME ALLOCATION	391	0	0
SUBTOTAL SALARIES		444,140	504,284	476,502
0696-963-521.000	EMPLOYEE BENEFITS	148,521	143,157	142,755
0696-963-534.201	MAINT. SC-EQUIPMENT	20,177	20,177	20,177
0696-963-539.000	CONT.SC-OTHER	6,000	6,000	6,500
0696-963-541.000	OFFICE SUPPLIES	3,715	3,897	3,897
0696-963-542.000	PRINTING	6,495	16,553	16,553
0696-963-542.010	PRNT XEROX CHRGS ALL	1,864	2,346	2,346
0696-963-544.022	POSTAGE	1,963	5,610	2,110
0696-963-546.000	PUBLICATIONS & DUES	1,833	1,057	1,057
0696-963-547.000	ADVERTISING	2,258	2,295	2,295
0696-963-551.000	TRAVEL & MEETINGS	12,442	6,018	9,018
0696-963-575.000	TELEPHONE	0	1,530	1,530
TOTAL INSTITUTIONAL ADVANCEMENT		649,408	712,924	684,740
TOTAL INSTITUT. ADVANCEMNT		649,408	712,924	684,740
OTHER				
RETIREMENT COMMITMENTS/SURS				
0699-800-590.000	OTHER EXPENDITURES	38,535,000	20,000,000	20,000,000
TOTAL RETIREMENT COMMITMENTS/SURS		38,535,000	20,000,000	20,000,000
TOTAL OTHER		38,535,000	20,000,000	20,000,000

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		RESTRICT. PURP. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT OTHER RETIREMENT COMMITMENTS/SURS					
TOTAL	INSTITUT. SUPPORT		39,185,118	20,712,924	20,684,740
TOTAL	RESTRICT. PURP. FUND		64,086,902	52,487,231	52,015,343

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		2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INTEREST ON INVSTMNT 0700-000-470.000	INTEREST ON INVSTMNT	153,030	125,000	75,000
		-----	-----	-----
TOTAL	INTEREST ON INVSTMNT	153,030	125,000	75,000
TOTAL	WORKING CASH FUND	153,030	125,000	75,000

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		AUDIT FUND REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES					
1100-000-411.000	CURRENT TAXES	42,072	77,000	79,500	
1100-000-412.000	BACK TAXES	822	0	0	
		-----	-----	-----	
TOTAL	LOCAL GOVT SOURCES	42,894	77,000	79,500	
TOTAL	AUDIT FUND	42,894	77,000	79,500	

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		AUDIT FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT					
INSTITUT. EXPENSE					
AUDIT SERVICES					
1192-610-531.000	CONTR SVC AUDIT SVC		72,735	77,000	79,500
			-----	-----	-----
TOTAL	AUDIT SERVICES		72,735	77,000	79,500
TOTAL	INSTITUT. EXPENSE		72,735	77,000	79,500
OTHER					
CONTINGENCY					
1199-199-600.000	CONTINGENCY		0	125,000	115,000
			-----	-----	-----
TOTAL	CONTINGENCY		0	125,000	115,000
TOTAL	OTHER		0	125,000	115,000
TOTAL	INSTITUT. SUPPORT		72,735	202,000	194,500
TOTAL	AUDIT FUND		72,735	202,000	194,500

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			2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
LOCAL GOVT SOURCES					
1200-000-411.000	CURRENT TAXES		515,253	550,000	655,000
1200-000-412.000	BACK TAXES		4,779	5,000	5,000
			-----	-----	-----
TOTAL	LOCAL GOVT SOURCES		520,032	555,000	660,000
TOTAL	L. P. & S. FUND		520,032	555,000	660,000

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		L. P. & S. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
GENERAL ADMINISTRAT.					
BUSINESS OFFICE					
FINANCIAL SERVICES					
1282-112-511.000	ADMIN SALARIES - FT		38,585	43,644	44,626
1282-112-511.500	PRO SALARIES - FT		0	23,817	24,353
1282-112-512.000	SUPPORT SALARIES - FT		21,197	0	0
			-----	-----	-----
	SUBTOTAL SALARIES		59,782	67,461	68,979
1282-112-521.000	EMPLOYEE BENEFITS		13,928	17,539	14,021
			-----	-----	-----
	TOTAL FINANCIAL SERVICES		73,710	85,000	83,000
	TOTAL BUSINESS OFFICE		73,710	85,000	83,000
	TOTAL GENERAL ADMINISTRAT.		73,710	85,000	83,000
INSTITUT. EXPENSE					
INSTITUT. EXPENSE					
TORT LIABILITY					
1292-612-535.000	LEGAL SERVICES		9,435	25,000	25,000
1292-612-565.100	TORT LIABILITY		410,596	435,000	447,000
1292-612-565.113	INSURANCE SETTLEMENT		0	5,000	5,000
1292-612-565.188	TORT LIABILIY-ATHLETICS		40,968	50,000	50,000
			-----	-----	-----
	TOTAL TORT LIABILITY		460,999	515,000	527,000
UNEMPLOYMENT LIA.					
1292-613-526.000	UNEMPLYMNT INS		34,285	50,000	50,000
			-----	-----	-----
	TOTAL UNEMPLOYMENT LIA.		34,285	50,000	50,000
	TOTAL INSTITUT. EXPENSE		495,284	565,000	577,000

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		L. P. & S. FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INSTITUT. SUPPORT					
OTHER					
CONTINGENCY					
1299-199-600.000	CONTINGENCY		0	780,000	800,000
			-----	-----	-----
TOTAL	CONTINGENCY		0	780,000	800,000
TOTAL	OTHER		0	780,000	800,000
TOTAL	INSTITUT. SUPPORT		495,284	1,345,000	1,377,000
TOTAL	L. P. & S. FUND		568,994	1,430,000	1,460,000



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		SELF INSURANCE FUND REVENUES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
INTEREST ON INVSTMNT					
2300-000-470.000	INTEREST ON INVSTMNT	28,061	0	0	
2380-901-470.000	INTEREST ON INVSTMNT	81	20,000	15,000	
		-----	-----	-----	
	TOTAL	INTEREST ON INVSTMNT	28,142	20,000	15,000
OTHER REVENUES					
2380-901-499.000	OTHER REVENUE	13,166,105	14,300,000	14,350,000	
2300-000-499.100	DENTAL INSURANCE BUY-UP	58,445	60,000	55,000	
2380-901-499.105	EMPLOYEE CONTRIBUTIONS	566,828	535,000	535,000	
2380-901-499.999	MISCELLANEOUS REVENUE	13,913	10,000	10,000	
		-----	-----	-----	
	TOTAL	OTHER REVENUES	13,805,291	14,905,000	14,950,000
	TOTAL	SELF INSURANCE FUND	13,833,433	14,925,000	14,965,000

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		SELF INSURANCE FUND EXPENSES	2018-19 ACTUAL	2019-20 BUDGET	2020-21 BUDGET
GENERAL ADMINISTRAT.					
GENERAL ADMINISTRAT.					
HEALTH CLAIMS ADMINISTRATION					
2380-901-521.000	EMPLOYEE BENEFITS	7,407,257	9,714,000	9,738,000	
2380-901-521.020	REINSURANCE PREMIUMS	491,445	650,000	675,000	
2380-901-521.021	TRS RETIREE PREMIUMS	1,083-	50,000	0	
2380-901-521.022	DRUG PLAN CLAIMS	1,883,569	3,000,000	3,000,000	
2380-901-521.023	VISION	93,617	140,000	150,000	
2380-901-532.000	CONTR SVC CONSULTANT	63,000	65,000	75,000	
2380-901-532.920	ADMINISTRATIVE FEE	389,124	460,000	475,000	
2380-901-541.778	MISC EXPENSE	0	2,000	2,000	
TOTAL		HEALTH CLAIMS ADMINISTRATION	10,326,929	14,081,000	14,115,000
TOTAL		GENERAL ADMINISTRAT.	10,326,929	14,081,000	14,115,000
TOTAL		GENERAL ADMINISTRAT.	10,326,929	14,081,000	14,115,000
NON-OPERATING					
NON-OPERATING					
WORKERS COMPENSATION ADMIN					
2397-400-523.000	WORKERS COMPENSATION	456,517	700,000	700,000	
2397-400-523.001	WORKERS COMP/POLICY PREMIUM	100,209	114,000	120,000	
2397-400-524.000	MEDICAL EXAM FEES	0	30,000	30,000	
TOTAL		WORKERS COMPENSATION ADMIN	556,726	844,000	850,000
TOTAL		NON-OPERATING	556,726	844,000	850,000
TOTAL		INSTITUT. SUPPORT	556,726	844,000	850,000
TOTAL		SELF INSURANCE FUND	10,883,655	14,925,000	14,965,000

**Main Campus**

1215 Houbolt Road  
Joliet, IL 60431  
(815) 729-9020

**City Center Campus**

235 North Chicago Street  
Joliet, IL 60432  
(815) 727-6544

**Romeoville Campus**

1125 West Romeo Road (135th Street)  
Romeoville, IL 60446  
(815) 886-3000

**Frankfort Education Center**

201 Colorado Avenue  
Frankfort, IL 60423  
(815) 280-6961

**Morris Education Center**

725 School Street  
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